

GCWDB Policy on Individual Training Account (ITA)
Approved: 3/2/15 Effective Date: 5/1/15
Chair, Green Country Workforce Development Board



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Individual Training Account (ITA) Policy

IMPORTANT! This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call Tamara Peachey (918) 316-6519 for assistance in the translation and understanding of the information in this document.

Telephone Relay Service is available by dialing 711 or (800) 722-0353

PURPOSE: This guidance establishes a local policy on the coordination and delivery of supportive services, subject to WIOA's limitations.

The Green Country Workforce Development Board (GCWDB) is the policy and guidance board for the Workforce Oklahoma system in Oklahoma. We are business leaders with a commitment to lead a highly skilled, productive workforce in our 18-county area.

The Green Country Workforce Development Board (GCWDB) complies with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.

GCWDB is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Green Country Workforce Development Boards Innovation and Opportunity Act Title I program funding statement can be found at

EO & FUNDING PAGE – Green Country Workforce Development Board

<https://www.greencountryworks.org/>

Purpose:

To provide guidance and establish the Green Country Workforce Development Board's policy for the Individual Training Account (ITA) in accordance with Workforce System Directives WSD# 80-2024, Adult and Dislocated Worker and WSD# 12-2024, WIOA Title I Youth Program

Approved and Effective Date: 05/27/2025

NOTE: All GCWDB Policies and attachments are available for download at:

<https://www.greencountryworks.org/resources/policy-research-best-practices/>

Policy

The Workforce Innovation and Opportunity Act (WIOA) of 2014 Title I Subtitle B occupational skills training (OST) services for eligible adult, dislocated worker, and out-of-school youth (OSY) participants are provided through Individual Training Accounts (ITAs).

ITAs are used to earmark WIOA funds for specific training activities for individuals enrolled in a WIOA program. A specific process must be followed to ensure WIOA funds adhere to the designated Program budget. The GCWDB ITA Checklist (Attachment E) is provided to assist with the ITA process and must be uploaded to the online case management system.

Terminology

All Student Population - The aggregate number of WIOA and non-WIOA individuals enrolled in a training provider's training program/program of study.

Continued Eligibility - Approval that allows a training provider to remain on the ETPL until the next continued eligibility decision, which occurs at least every two years.

Eligible Training Provider - An organization that has applied and been approved by the state to receive WIOA training funds for the purpose of providing training to clients enrolled in the WIOA program in Oklahoma. In order for a training provider to receive WIOA training funds paid via an ITA for adults, dislocated workers, and out-of-school youth aged 16-24, if appropriate, the programs must be programmed on the ETPL.

Eligible Training Provider List - A list containing training programs that have received the state's seal of approval to be offered to WIOA program participants and have WIOA participants refer to the training provider's program(s).

Exited - A student enrolled in a training program who completes, withdraws, or transfers from the program during the reporting period.

Individual Training Account (ITA) - A payment agreement established by a local workforce development board (LWDB), on behalf of a participant, with an eligible training provider. May be used to pay for any allowable type of training, as long as the training provider and training program is in the Oklahoma ETPL.

Initial Eligibility - Approval that allows a training provider's program into the ETPL for a trial period of one year.

Postsecondary Credential - A credential consisting of an industry-recognized certificate or certification; license recognized by the State or Federal government, or an associate or baccalaureate degree. Note: a certificate of completion of a program only counts as a credential if it is for the completion of a registered apprenticeship. Graduate degree programs (master's and higher) are not eligible for inclusion on the ETPL.

Program (or Program of Study) - One or more courses or classes, or a structure regimen, that leads to either a license recognized by the state or Federal Government, a postsecondary credential, secondary school diploma or its equivalent; employment; or measurable skills gains toward such a credential or employment. These training services could be delivered in person, on line, or in a blended approach.

Registered Apprenticeship Program (RAP) - An apprenticeship program registered and recognized by the United States Department of Labor's Office of Apprenticeship.

Reporting Program - The span of time for which student performance outcomes are aggregated and prepared for external use. For the purposes of program eligibility determinations, the reporting period is generally the time in between eligibility decisions, generally 24 months after initial determination and 12 months after subsequent eligibility.

Allowable Training Under WIOA, Title I Funds paid to a provider may be for the following types of training:

- Occupational skills training, including training for nontraditional employment.
- On-the-Job Training (OJT).
- Incumbent Worker Training (IWT).
- Programs that combine workplace training and related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Job readiness training provided in combination with the training services described above or with transitional jobs, as described in WIOA

134 and 20 CFR 680.

- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services described above.

- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Occupational Skills Training {OST} services may be provided to adults, dislocated workers {DLW} or out-of-school youth {OSY} ages 16 to 24 who, after an interview, evaluation/assessment, and career planning:

- Are determined unlikely or unable through basic or individualized career services and in need of OST, to obtain or retain employment that leads to economic self-sufficiency, or wages comparable to or higher than previous employment.
- Are determined to have the skills and qualifications to successfully participate in the selected program of training services; and
- Select, in consultation with GCWDB service provider staff, OST programs available through an eligible training provider {ETP} that are linked to in-demand occupations in the Green Country Workforce Development Area {GCWDA}.

Participants, with assistance from WIOA Service Provider Staff, are expected to utilize information such as skills assessments, labor market information {LMI}, training program information and ETP performance to make an informed choice, and for participants to take an active role in managing their employment future through the use of ITAs.

Any previous assessments or evaluations conducted by another education or training partner within the last six months should be used when making training determinations related to academic levels, skill levels and service needs. All assessment scores must be entered in the appropriate section of the online case management system.

Although WIOA allows for "customer choice," the WIOA Service Provider Staff and participant should discuss all costs related to the training {for example: distance to training, transportation to training, cost of training programs available to be funded, childcare needs, etc.}. This ensures efficient use of federal WIOA taxpayer funds. A detailed program note must be entered to document the conversation.

Training services provided through the Adult program are determined eligible in accordance with Adult priority of service within federal, state, and local guidance. The TPAR process consists of the WIOA Service Provider Staff obtaining the Training Program information from the Oklahoma virtual case management system. The TPAR must be uploaded to the online case management system with all of the ITA documents. Items listed on the COTF and TPAR must be reviewed by the WIOA Service Provider Staff to ensure the information coincides. If the line items on the COTF do not match the costs in the Oklahoma virtual case management system, please contact the GCWDB Executive Director immediately so the issue may be resolved. GCWDB will only pay up to what is listed in the TPAR.

ITA funds are not an entitlement and ITA funded training services will be limited to participants who:

- Complete an individual employment plan {IEP} or individual service strategy {ISS} that identifies the selected training course and career path, if applicable;
- Are unable to obtain other grant assistance or who have an unmet need beyond what is available through federally or state-funded education and training {E&T}, other workforce partners, educational entities or grant assistance programs, excluding veterans administration {VA} benefits;
- Select training programs linked to occupations that are in-demand in GCWDA;
- Maintain satisfactory progress/grades of 2.0 or higher throughout the training program;
- Complete an orientation from GCWDB service provider staff of participant responsibilities for an ITA. GCWDB ITA Acknowledgement and Agreement {Attachment A} must be used and uploaded to the online case management system.

Orientation to the ITA process includes, but is not limited to, review and signing of the GCWDB ITA Acknowledgement and Agreement and all requirements therein.

VA benefits for education and training services do not constitute "other grant assistance" under WIOA. Eligibility for VA E&T benefits do not preclude a veteran or a veteran's eligible spouse from receiving WIOA funded services. WIOA does not require depletion of VA funded training benefits prior to enrollment in WIOA funded training.

Individuals who are members of a group covered under a petition filed and awaiting determination for Trade Adjustment Assistance {TAA} may be co-enrolled in Adult and/or Dislocated Worker. If the TAA petition is certified, the worker will transition to TAA approved training. If the TAA petition is denied, the worker will continue training under WIOA Title 1 Subtitle B.

Development of an ITA is not required when training is fully funded with TAA or other non-WIOA funds. Per WSD-80-2024 WIOA programs and services must not be denied solely due to an individual's Federal Student Loan being in default status. However, workforce staff must counsel WIOA applicants and participants that training providers are not required to admit, enroll, or provide other financial assistance to individuals who are in default status.

Although WIOA funds cannot be utilized to help individuals get out of default, financial literacy services and the provision of information regarding repayment of student loans are recommended services for individuals in default status, prior to and during training funded with WIOA funds. Information regarding financial planning may be found on the Oklahoma Money Matters website: <https://www.oklahomamoneymatters.org/>.

Additionally, student loan repayment information is located on the U.S. Department of Education site: <https://studentaid.ed.gov/sa/repay-loans>.

The WIOA Service Provider Staff must, to the extent possible, 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. Prior to the development of an ITA, an individual's "unmet need" must be determined. Service provider staff may take into account the full cost of participating in training services, including supportive services and other appropriate costs related to attendance in a training program, but only the cost of education/training listed in Section II of the COTF form that are paid directly to the training institution are considered unmet needs. All other resources necessary to enable an individual's participation in training services are considered Supportive Services. Unmet need is defined as the direct cost of training not covered by grant assistance, educational entities, foundations, or other workforce partners. Unmet need must be documented on a Coordination of Training Funds (COTF) form (Attachment C), which is completed by the training provider. The cost of training supported by an ITA and the supportive services determined necessary to participate in career services and/or training services, including needs related payments, may not exceed the participant's unmet need.

ETPs (Eligible Training Providers) offering short-term training programs that are not Pell eligible generally document only the direct cost of training (i.e., tuition and mandatory fees, books, equipment, cost of exams and licenses, etc.) on the COTF form. In the event the COTF form indicates the training program is not Pell eligible and the unmet financial need equals the cost of attendance, the service provider may provide supportive services in excess of the amount documented as unmet financial need on the COTF as long as the supportive service(s) is required to allow the client to participate or continue in the approved program of training and is documented as a need in the participant's IEP/ISS. It must be noted that all ETPs must complete Section II of the COTF form, as stipulated in The Coordination of Training Funds Form section, below.

The Coordination of Training Funds Form

Local WIOA Service Provider Staff are not authorized to change information entered by the financial aid officer (or the training facility's appropriate designee) in Section II. If corrections are needed, the training provider is required to complete a new COTF form.

The process for completion of the COTF form is explained below:

- Section I of the COTF form must be completed by the WIOA Service Provider Staff, signed by the WIOA participant requesting training, and sent to the financial aid office of the appropriate training entity.
- Section II must be completed by the financial aid officer (or the training entity's designated staff) and returned to the WIOA Service Provider Staff. Section II must include all known financial resources, with the exception of loans and VA benefits for education and training.

The GCWDB COTF must be used in conjunction with this requirement and uploaded to the online case management system. A program note detailing all methods of training funding must be entered under the appropriate enrollment in the online case management system.

A program note must be entered to identify and detail any additional financial resources

{excluding loans and VA benefits} discovered or awarded after the original COTF was completed by a training entity's designated staff and the adjusted unmet needs amount must be computed and included in the program note.

Per WSD-80-2024: "LWDBs and service providers must ensure the coordination of funds available to pay for training, taking into consideration the following:

- Pell grants and other grant assistance must be utilized first for the cost of training and mandatory fees;
- Title I funds may be used to supplement a Pell grant and/or other grant assistance that does not cover the entire cost of tuition and mandatory fees, but may not supplant a Pell or other grant assistance;
- Training services may be provided to an individual while an application for a Pell Grant is pending, as long as arrangements have been made with the training provider and the WIOA participant regarding allocation of the Pell Grant. If the individual is subsequently awarded a Pell Grant, the training provider must reimburse the local area the WIOA funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charged to attend training, from the Pell Grant award. Reimbursement is not required from the portion of the Pell Grant disbursed to the WIOA participant for education-related expenses, per 20 CFR § 680.230;
- The full cost of participation in training services may be taken into consideration, including the cost of support services and other appropriate costs related to training program attendance, as defined by the LWDB;
- VA benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements. Therefore, eligibility for VA benefits for education or training do not preclude a veteran or the veteran's eligible spouse from receiving WIOA funded services, including training funds. WIOA program operators may not require veterans or spouses of veterans to exhaust their entitlement to VA funded training benefits prior to allowing them to enroll in WIOA funded training;
- Individuals who are members of a group covered under a petition filed for TAA and are awaiting a determination may be co-enrolled in Adult and/or DLW programs. If the TAA petition is certified, the worker will transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA; and
- for training services provided through the Adult funding stream, are determined eligible in accordance with the Adult Priority of Service as described in in this issuance and per local policy. {See GCWDB Data Validation.}

Students who are awarded Pell grants or other grant assistance may benefit from a combination of the Pell grant with WIOA training funds, WIOA-funded supportive services and/or needs-related payments, when the cost of training exceeds the amount of the Pell and any other financial aid. The local area must ensure adequate documentation of the coordination of resources is maintained for each participant, including but not limited to, the following:

- whether an individual did or did not receive a Pell grant or other grant assistance for the cost of training;
- for individuals not Pell eligible, the reason for ineligibility, e.g., the participant is in default status, the short-term training program does not qualify, ineligibility due to household income, etc.;
- a list of all funding sources considered and the availability of the resource; and

- a list or budget of the participant's estimated monthly living expenses used to determine financial need, excluding any costs associated with alcohol, cigarettes, and entertainment.

GCWDB has implemented policies that are in alignment with this issuance, ensuring Federal Pell Grants and all other types of grant assistance for education and training services are utilized prior to WIOA Adult and DLW funds.

From the date of this issuance, WIOA funds utilized prior to a Pell or other grant assistance intended for education and/or training will be determined disallowed costs."

From Federal guidance 20 CFR Sec. 680.230: ".the training provider must reimburse the one-stop center the WIOA funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charges to attend training. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIOA participant for education-related expenses."

Documentation of "education-related expenses" requires a detailed program note.

Funds will be expended through a voucher system via GCWDB ITA Voucher {Attachment B}. The voucher must be uploaded to the online case management system. Funds expended through an ITA must be recorded by designated board, fiscal agent, or service provider staff in the 40% Tracker and on the Education and Training Administration {ETA} 9130 Financial Report as required by federal and state guidance.

The ITA Voucher number must be in the following format: ITA- [first 2 letters of county]- [Program Year, as ##]- [sequential number, as ###]- [A, D, or Y for Adult, Dislocated Worker, or Youth] For example, an adult participant's ITA Voucher is the 4th ITA Voucher issued in Adair County during Program Year 2022. That Adult participant's ITA Voucher number would be ITA-AD-22-004-A. Any other numbering system utilized for ITA Vouchers must be approved by the Executive Director.

An ITA is considered established once the participant, WIOA Service provider staff and the Service Provider Accountant have signed the ITA voucher and the funds have been earmarked for the specified training. If the participant attends a training program prior to the ITA voucher being signed by the Service Provider Accountant designating the funds, the training costs will be disallowed.

Every effort should be made to establish the ITA in a timely manner once the individual has been determined eligible for Adult, Dislocated Worker, or Out of School Youth training services. Once program eligibility has been determined, training funds must not be prorated after the ITA has

been established and signed by the participant, WIOA Service Provider Staff and Service Provider Accountant. GCWDB ITA Account Request {Attachment D} must be used to document ITA approval and uploaded to the online case management system.

Lack of case management follow-through, regardless of the reason {e.g., staff shortages, case management mistakes, delayed approvals by the service provider when all information for eligibility has been provided, delays in processing payments, etc.}, is not an acceptable reason to prorate payments. However, when an individual has been participating in a program of training prior to applying for Title I Adult or DLW training services, the cost of training must be prorated to the date of WIOA Title 1 enrollment. GCWDB Prorated Tuition Worksheet {Attachment F} must be used and uploaded to the online case management system. A detailed program note under the appropriate enrollment in the online case management system is required.

ITAs are awarded to participants to provide the costs of tuition, fees, books, supplies, materials, tools, testing fees and other training-related expenses; associated with participating in a program of training or education funded in whole, or in part, by WIOA funds. ITAs are established only for the training and related costs specifically required by and paid to the ETP. A participant may use as many ITAs as necessary when following a career pathway as documented in their IEP or ISS.

General Maximum Limits on ITA Amount / Duration:

Each ITA shall be time-limited. The ITA may be used to pay for training that does not exceed 24 months {or 104 weeks} of training time, measured from the date of the first week of training to the date of the last week of training. "Training time," in this sense, does not include regularly scheduled breaks in the participant's training schedule – for example: Summer Break, Fall Break, Spring Break.

Limit on the Amount of the ITA – Including Lifetime Max

A client may receive more than one ITA, but the amount of expenses paid through all ITAs shall not exceed the lifetime maximum of \$16,000 for any student.

Lower Maximums for Shorter Training

Within the overall maximum amount / duration limits above they are consistent with the guidance provided in § 680.310, a lower limit will generally apply to any program of training services that is designed to be completed in 12 months {or 52 weeks} or less of training time. For these shorter training programs, the amount of expenses paid through an ITA shall generally not exceed \$6,000 for any student.

GCWDB Executive Director may establish a range of training duration / cost maximums for specific types of occupational skills training, based on one or more of the following considerations:

- The vocational preparation time required for the specific occupation.
- Whether or not the training is related to a "STEM" occupation – that is, an occupation in the field of Science, Technology, Engineering, or Mathematics {as defined by the O*Net Occupational Information Network}.
- The degree to which the specific occupational area is associated with Targeted Industries in the Green Country Workforce Development Board area.

Any special exceptions to the general limits described in the paragraphs above shall be

documented by a memorandum published as an attachment to this policy. The memorandum shall specify the maximum duration / amount limits that will apply to each specific occupational area.

When any such special exceptions to the Duration / Amount limits are defined, they shall be fairly and equally applied to:

- All programs of training services that are approved for the specific occupation; and
- All participants who are found to have the skills and qualifications to succeed in the program.

In the Case of a training program that lasts multiple years, the WIOA Service Provider Staff must make sure that the WIOA ITA funding will be sufficient to complete the training program in order to meet the Federal performance measure of obtaining an industry-recognized credential within 12 months after program exit. If the participant cannot obtain the industry-recognized credential within 12 months after program exit, then WIOA funding should not be used until the participant is closer to the end of the training and can obtain the required credential.

In the event that the tuition increases during a multiple year training program and causes the participant to reach the maximum lifetime benefit of \$16,000.00 prior to completing the training program, the Executive Director can approve additional funding once the WIOA Service Provider Staff has determined and documented that no other funding sources are available.

ITAs are not authorized for individualized career services such as short-term prevocational skills training. Short-term prevocational services may include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, or other non-occupation- specific topics intended to prepare individuals for unsubsidized employment or training. Participants in need of short-term prevocational services are not prepared for OST and should be provided workshops from GCWDB service provider staff or referral to a partner organization for provision of such.

Once an ITA is established, the ITA information must be entered in the funding program's "Educational Grants" Section of the Virtual Case Management System. The "Occupational Skills Training" S&T must be entered in the funding Program's Service and Training plan. A Measurable Skill Gains must be entered for the programs that participant is enrolled.

Receipt of OST service triggers a participant to be included in WIOA performance measures by entry into S&T

An OST program note is required entered under the appropriate enrollment in the online case management system. The program note must identify the training program, training cost, credential type and start and end date, and voucher number. Program notes should include any identified needs or complications and convey the status of all check requests and payments charged to the ITA.

WIOA training related cost for goods or services, not available/paid through an ETP, are requested paid as a supportive service.

The GCWDB ITA Tracking Tool {Attachment G} is provided for WIOA Service Provider Staff use and to ensure respective expenditures do not exceed allocated amounts. The ITA tracker must be uploaded to the online case management system as the tracker is updated.

Modifications to forms are only allowed by GCWDB staff. No corrections are allowed on ITA forms.
Authorization for Clarifications and Additions

GCWDB authorizes the GCWDB Executive Director to issue additional instructions, guidance, approvals and/or forms to further implement requirements of this policy, without making substantive change to the policy except in situations where new or updated state and federal guidance is issued.

History

- Replaced GCWDB P-0600400, Individual Training Accounts Policy, previously GCWDB approved on 09/29/2022
- Replaced GCWDB's Individual Training Account Policy Previously Approved on 12.08.2022
- Replaces GCWDB's Individual Training Account Policy Previously Approved on 02/09/2023, updated to comply with OWDI 07-2020, Change 1.
- BD Approved and Effective on 07/26/2023.
- Replaces GCWDB's Individual Training Account Policy Previously Approved on 07/26/2023.

References

- WIOA §134{F} and §134{G}{i}
- 20 CFR Part 680
- 20 CFR Part 681.550
- TEGL 19-16
- TEGL 02-16
- WSD #80-2024, Adult and Dislocated Worker Programs
- WSD # 12-2024, WIOA Title I Youth Program

Attachments: Attachment A: ITA Acknowledgement and Agreement Form

Attachment B: Individual Training Account Voucher

Attachment C: ITA Coordination of Training Funds

Attachment D: Individual Training Account Request

Attachment E: Individual Training Account Checklist

Attachment F: Individual Training Account Prorated Tuition Worksheet

- Attachment G: ITA Tracking Tool

Attachment ZZ: Vital Service Information Notice

NOTE: All GCWDB Policies and attachments are available for download at: <https://www.greencountryworks.org/resources/policy-research-best-practices/>

**Individual Training Account (ITA) Acknowledgement and Agreement**

Participant Name: _____
ITA Start Date: _____
Training Provider: _____
Demand Occupation: _____

PID: _____
ITA End Date: _____
ITA Amount \$ _____

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} and/or Individual Service Strategy {ISS}.

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 GCWDB policy and only for exceptional circumstances.

It is my responsibility to budget and track my ITA expenditures to ensure that the funds available to me are not depleted prior to completion of training. I will coordinate with WIOA Service Provider Staff 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 it is required that I maintain a 2.0 grade point average {GPA}.

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 are my responsibility. WIOA Service Provider Staff have 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 WIOA Service Provider Staff 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 WIOA Service Provider Staff of changes of name, address, phone number, e-mail address or back-up contact information.

Prior to the beginning of each new semester, I will schedule an appointment with WIOA Service Provider Staff to complete a voucher for the upcoming semester. I agree to provide ALL documentation necessary for completion of the voucher, which may include class schedule, enrollment sheet, grade report from the previous semester, and financial aid award letter.

In the event that I drop or add a class, I will notify WIOA Service Provider Staff 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 am responsible for paying for the class a second time.

Upon completion of my training, I agree to provide WIOA Service Provider Staff 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.

ITA Participant Signature

Date

WIOA Service Provider Signature

Date



ITA #

Training Voucher Form

Issued through GCWDB WIOA Title I Adult, Dislocated Worker and Youth Programs contracted service provider.

Training Institution/Provider:	Fax:
Contact Person & Title:	Phone:
Mailing Address:	PID:
Participant Name:	

Funding Stream: ☐ Adult ☐ DLW ☐ Youth ☐ Other

GCWDB WIOA Title I Adult, Dislocated Worker and Youth Programs contracted 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 must be made to GCWDB WIOA Title I Adult, Dislocated Worker and Youth Programs contracted service Provider.

☐ Original Voucher

☐ Modification Explanation: _____

TRAINING		
Course #	Course Title	Hours

AUTHORIZED TRAINING COSTS				
Item	Amount		Amount	
Tuition:	\$		Uniforms:	\$
Fees:	\$		Tools:	\$
Supplies:	\$		Books:	\$
Books:	\$		Other:	\$
			LESS: Other funding (NOT WIOA)	\$
			TOTAL	\$

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 Green Country Workforce Development Board (GCWDB), GCWDB designated fiscal agent/GCWDB WIOA Title I Adult, Dislocated Worker and Youth Programs contracted service provider. Furthermore, I will immediately return any books, tuition, supplies, tools or uniforms purchased to GCWDB/GCWDB designated fiscal agent/GCWDB WIOA Title I contracted service provider if I do not complete the course(s).

Participant Signature and Date: _____

Designated Service Provider Staff Signature and Date: _____

Designated Service Provider Fiscal Agent Signature and Date: _____



Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.

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VENDOR BILLING INSTRUCTIONS - See page 2 from GCWDB WIOA Title I Adult, Dislocated Worker and Youth Programs contracted service provider.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.



Procedures for Invoicing Dynamic Workforce Solutions

Dear Vendor,

Please submit your invoice to MBaird@greencountryworks.org within 30 days after the start date of training. If you have any invoicing questions, please contact Michelle Baird, Project Accountant, by email or telephone at 405-269-1481.

Invoice Requirements:

- Standard Format - PDF, Word or Excel
- Vendor Name, Address, City, State, Zip Code, and Phone Number
- Invoice Date
- Unique Invoice Number
- Participant - Student Name
- Detailed Description of Goods and/or Services
 - Tuition
 - Book{s}
 - Fee/License
- Total Amount Payable
- Remittance Information
 - Mailing Address
 - Attention to a Specific Person or Department

Thank you,

Michelle Baird

Project Accountant

Dynamic Workforce Solutions

405-269-1481

MBaird@greencountryworks.org



Coordination of Training Funds (COTF)

NOTE: Correction fluid/ribbon, mark through, eraser marks, write over voids this document**SECTION I: To be completed by WIOA Title I staff for provision to the Training Provider.**

To: Financial Aid Office

Attention: _____

School: _____

E-mail or Fax: _____

Participant Name: _____

From: _____

Attention: _____

E-mail or Fax: _____

PID: _____

I hereby authorize the exchange of information between the designated WIOA Service Provider Staff and the Financial Aid Office of the above named

~~Section II: The following section is to be completed by the financial aid officer and cannot be revised by WIOA staff. WIOA staff are not authorized to change~~

Training Program Name: _____

Start Date: _____

End Date: _____

PERIODS COVERED _____

Trimester I _____

Full Length of Short Course _____

Fall: _____

Trimester II _____

Spring: _____

Trimester III _____

Summer: _____

COST OF ATTENDANCE*

STUDENT'S FINANCIAL AID

Tuition \$ _____

PELL Grant \$ _____

Fees \$ _____

Books, Supplies and Tools \$ _____

Student is not PELL eligible

Uniforms \$ _____

Program is not PELL eligible

OTHER EXPENSES RELATED TO TRAINING**

OTHER FINANCIAL RESOURCES EXCLUDING LOANS

AND VA BENEFITS

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL COST OF ATTENDANCE \$ _____

TOTAL FINANCIAL AID \$ _____

Total Cost of Attendance

minus student's financial aid *

equals unmet need

By signing below, the financial aid officer (or the school's designated personnel who performs those duties) agrees to inform the local WIOA program operator of the amounts and disposition of financial aid awarded to the participant as part of a continuing regular information sharing process. If corrections are needed, the training provider is required to complete a new COTF form.

Date _____

Financial Aid Officer

*As defined by the Higher Education Act Section 472, enacted December 26, 2013

Other expenses related to training may include transportation, room and board (as defined by the Higher Education Act, see the instruction), and other items allowable in Section 472 of the Higher Education Act. It is recommended that the training provider be responsible for payment of all expenses of the participant, except for "Other Financial Resources Excluding Loans" expenses related to training that must be met by the student directly from the training provider must be documented in writing in order for WIOA to provide payment directly to training providers, such as transportation, books, supplies, tools, uniforms, and any other items are related to training.Section III: The following section is to be completed by the designated WIOA Service Provider Staff.**

After a comprehensive review of services provided by partner agencies, other social service agencies, and other community resources, I have determined that WIOA funds are necessary for attainment of the participant's employment goal. I certify that WIOA funds will be coordinated with other funds and there will be no duplication of resources.



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WIOA Title I Service Provider Staff Signature

Date



Individual Training Account (ITA) Request
Issued through Eckerd Connects

Participant Name:					PID:				
Funding Source/Program:	☐	Adult	☐	DLW	☐	Youth	☐	Other	
WIOA Approved Training Provider:									
Training Start Date:				Training End/Estimated End Date:					
WIOA Approved Training Program:									
Credential:				Occupational Code					
Other sources of funding to be considered (examples: PELL Grant, Scholarships, OTAG and other payments):									
Amount of ITA Request: \$				Training Provider is NOT PELL Eligible		Training Program is NOT PELL Eligible		Participant is NOT PELL Eligible	
				☐		☐		☐	

- ☐ The participant has developed an Individual Employment Plan (IEP)/Individual Service Strategy (ISS) All supporting documentation required by policy has been uploaded to the appropriate section in the on-line case management system.
- ☐ A detailed program note has been added to the on line case management system clearly detailing the service, who is paying for it, and how much has been requested.
- ☐ Prorating Worksheet and supporting documentation are uploaded and a detailed case note is entered.
- ☐ The appropriate service has been chosen in the on-line case management system and appropriate dates have been entered.
- ☐ The desired credential will assist the participant in obtaining employment in an occupation within the Green Country Workforce Development Board's (GCWDB's) demand occupations list.

WIOA Service Provider Staff Name

Signature

Date

Original Request
Modification #

Rationale: _____





Individual Training Account (ITA) Request
Issued through Dynamic Workforce Solutions

Participant Name:				PID:				
Funding Source/Program:	☐	Adult	☐	DLW	☐	Youth	☐	Other
WIOA Approved Training Provider:								
Training Start Date:				Training End/Estimated End Date:				
WIOA Approved Training Program:								
Credential:				Occupational Code				
Other sources of funding to be considered (examples: PELL Grant, Scholarships, OTAG and other payments):								
Amount of ITA Request: \$				Training Provider is NOT PELL Eligible		Training Program is NOT PELL Eligible		Participant is NOT PELL Eligible
☐				☐		☐		☐

- ☐ The participant has developed an Individual Employment Plan (IEP)/Individual Service Strategy (ISS)
All supporting documentation required by policy has been uploaded to the appropriate section in the on-line case management system.
- ☐ A detailed program note has been added to the on line case management system clearly detailing the service, who is paying for it, and how much has been requested.
- ☐ Prorating Worksheet and supporting documentation are uploaded and a detailed case note is entered.
The appropriate service has been chosen in the on-line case management system and appropriate dates have been entered.
- ☐ The desired credential will assist the participant in obtaining employment in an occupation within the Green Country Workforce Development Board's (GCWDB's) demand occupations list.

WIOA Service Provider Staff Name	Signature	Date
☐ Original Request ☐ Modification # Rationale: _____		





Individual Training Account (ITA) Checklist

Participant Name:		PID:	
WIOA Title 1 Subtitle B Program			
☐ OSY ages 16-24	☐ Adult	☐ DLW	Date of Dislocation
Training Program:		Classification of Instructional Program (CIP) Code:	
Training Start Date:		Training End/Estimated End Date:	
Training Provider:			

Is the career, associated with this training, on the GCWDB demand occupations list? ☐ Yes ☐ No

Check the box coordinating with items found in this section of the case file. Items are to be placed in the order listed below and uploaded together under ITA Documentation in the online case management system.

- ☐ Job Search Verification (as appropriate) - online case management system referrals, job search worksheets or
- ☐ Unemployment (UI) job searches
- ☐ Personal Budget
- ☐ Training Program Approval Request (TPAR) approved e-mail and costs match information from training provider
- ☐ Acceptance letter to training/proof of enrollment
- ☐ Financial aid verification - award letter indicating all financial resources a student is able to receive, Trade
- ☐ Adjustment Assistance (TAA) notification, Department of Rehabilitation Services (DRS) award letter, Coordination of
- ☐ Training Funds (COTF), etc.
- ☐ ITA Acknowledgement and Agreement
- ☐ ITA Request - Cost for full amount of training program (up to \$16,000.00 for the lifetime of participant)
- ☐ Prorating Worksheet and supporting documentation, if applicable
- ☐ ITA Tracking Tool(s)
- ☐ ITA Voucher(s)

WIOA Service Provider Lead

WIOA Service Provider Quality Assurance



Individual Training Account Prorated Tuition Worksheet

Participant Name _____

Participant ID _____

Training _____

Training Provider (TP) and Location _____

Training Hours Total		Training Begin Date	
Training Hours per Week		ITA Begin Date	
Training Weeks prior to ITA	0.00	Date of Participant Signature on ITA	
Training Hours prior to Participant Signature on ITA	C		
		0	x
			#DIV/0!
			=
		Cost per Hour	Paid to TP prior Voucher
Training Hours after WIOA Enrollm	C		
		0	x
			#DIV/0!
			=
		Cost Per Hour	Pro-Rated Tuition
Total Tuition Amount			
Less Pell Grant Awarded			
Adjusted Tuition Amount	\$0.00	\$0.00	/
		0	=
		Course Hours	#DIV/0!
			Tuition Cost per Hour

Additional Required Training Cost Items from online ETP management system* paid to Training Provider:

Additional Required Training Cost Items Paid to Date:Additional Required Training Cost Items Unpaid to Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I Required Training Cost Items Paid \$0.00Total Required Training Cost Items Unpaid \$0.00

Pro-Rated Tuition #DIV/0!

Allowable ITA Amount #DIV/0!

All tuition, fees, cost items paid to ETP to date must be verified by the ETP*.

calculated on this form and all documentation uploaded to the online case management system.

*Copy MUST be attached



GCWDB ITA Tracking Tool

Total Authorized Amount Remaining \$0.00

Participant

Name: _____

PID: _____

Approved ITA's {An ITA is the total cost of a training program paid to an eligible training provider {ETP}.}					
Date	Training Program	# of Weeks	Day or Night	Training Provider	ITA Amount Approved
Cannot exceed \$16,000.00 lifetime maximum per individual.					Total of Approved ITA's \$0.00

Voucher Amount Paid & Refund Tracking					
Date	Type: Voucher or Refund	ITA #	Billing Cycle	Voucher Amount	Actual Amount Paid{+} or Refunded{-}
Total ITA Funds Paid					\$0.00



Green Country Workforce Development Board

Vital Service and Information Notice

Pursuant to 29 CFR 38.9(g)(3), the following notice is given:

This document contains vital service information.

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If English is not your preferred language, please contact:

Equal Opportunity (EO) Officers

Local EO Officer

Tamara Peachey

Green Country Workforce Development Board, 822 S. Muskogee Ave. Tahlequah, OK 74464

(918) 316-6519

eo@greencountryworks.org

State Equal Opportunity Officer

Kacey Luster | Oklahoma Employment Security Commission, 900 N. Stiles Ave. Oklahoma City, OK 73104

(405) 557-5496

EOOfficer@oesc.ok.gov

Notice in English

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