

CATAWBA WIA INSTRUCTION PY00-008

TO: The One-Stop Operator and the Intensive Service Provider

SUBJECT: Individual Training Accounts/Voucher System

ISSUANCE DATE: October 13, 2000

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

Purpose: To transmit the instructions for implementation of the Individual Training Accounts (ITA)/Voucher System within the Catawba Workforce Investment Area.

Policy: The purpose of the Individual Training Account (ITA) is to assist eligible customers in obtaining training services that will lead to self-sufficiency. Eligible customers can receive an ITA to assist them in paying the cost of tuition, books, and appropriate fees that are not covered by other financial aid. The Catawba Regional Workforce Investment Board has set the maximum amount of an ITA at \$3,500. Customers can apply to attend training that costs more than the maximum training amount, but those customers must submit proof of how the difference in cost will be paid.

Individual Training Accounts shall be limited to adults and dislocated workers:

- (1) Who have completed the requirements of core and intensive services within the One-Stop System and are unable to obtain/retain employment that provides for self-sufficiency.
- (2) Who have been determined by the One-Stop panel, to be in need of training and have the skills to be successful in the selected training curriculum.
- (3) Who have selected a training program that is directly linked to the employment opportunities in the local area or in another area in which the customer is prepared and willing to relocate.

- (4) Who are unable to obtain other grant assistance to finance the training.

The ITA shall be issued to the customer for a specific timeframe to meet the training institution's curriculum, either semester or quarter. If a customer fails to start the training, as specified, the training account becomes void. A new training account will be issued at the beginning of each term. Customers must maintain the grade point average required by the training institution in order to receive an additional training account.

Attached to this instruction is the Voucher System Agreement, which must be signed by the Eligible Training Provider and the Intensive Services Provider. Also, included is the Voucher System Certificate, which will be provided to the customer at the beginning of each term. The Training Services Budget will be completed when the customer has been approved for training. The training budget will provide the customer an itemized listing of what cost will be covered by WIA funds. Also, attached to this instruction is the Letter of Instruction to provide the customer with specific instructions pertaining to the training account. The Training Provider Consumer Report is available to assist the customer in making more informed decisions. The report will provide specific performance information on the available training providers.

INQUIRIES: If there are any questions regarding this instruction, please give me a call at (803) 327-9041.

Robert A. Barber
SDA Administrator

Attachments