



LOCAL INSTRUCTION NUMBER 23-07

TO: Local Catawba Workforce Development Area

SUBJECT: Amendment to Individual Training Accounts System

ISSUANCE DATE: 08/10/2023

EFFECTIVE DATE: 07/01/2023

REVISED: 08/13/2024

EXPIRATION DATE: Indefinite

Purpose: The purpose of the instruction is to transmit the WIOA's amendment to the Individual Training Accounts/Voucher System.

Reference: State WIOA instruction 10-02

Policy: The Catawba Regional Workforce Investment Board has increased its maximum amount of an ITA from \$10,000 to \$12,000, with a lifetime cap of \$14,000. The increase applies to new customers who will receive training after July 1, 2023. Any deviations in the maximum cost of the training will need prior approval from the LWIOA. All other provisions of the Individual Training Accounts/Voucher System remain in effect.

Training funds cap includes cost related to the following items:

- OST, OJT, GED
- Tuition, books, uniforms, fees, and supplies
- Allowing participants to attend training on a part-time basis increases the cost of training and the time it takes to complete training. Therefore, full-time training should be the norm.

Training funds **do not** include supportive services (childcare & transportation) or work-based learning.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to Amanda Baker at (803) 327-9041 or abaker@catawbacog.org.

Amanda Baker

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WIOA Administrator

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