

VI WORKFORCE DEVELOPMENT BOARD POLICY DOCUMENT

Workforce Program Guidance WIOA 312-17

TO: Virgin Islands Single State Workforce Development Area

SUBJECT: INDIVIDUAL TRAINING ACCOUNTS

DATE: April 2017

Purpose: To establish operating procedures for the Individual Training Accounts

References: Workforce Innovation and Opportunity Act of Section 134 (c)(F)(iii)(iv) and (G)(i); 20 CFR 680.300-320

Background: Training services for eligible individuals are typically provided by training providers who receive payment for their services through an Individual Training Account (ITA). The ITA is a payment agreement established on behalf of a participant with a training provider.

Policy: Training services will be provided through the use of individual training accounts for adults, dislocated workers and eligible youth through the One-Stop delivery system.

(1) (a) Payments: Payments from Individual Training Accounts may be made through:

- electronic transfer of funds through financial institutions
- vouchers
- other appropriate methods

Payments may also be made incrementally – through payment of a portion of the costs at different points in the training course.

(b) The *amount* of the Individual Training voucher is set at \$3800.00 per participant except in the instance of an approved specialized or technical program.

(c) The *duration* of an Individual Training voucher shall not exceed twelve (12) months, except in the instance of an approved specialized or technical program.

(d) Limitations: There may be a limit for an individual participant that is based on the needs identified in the individual employment plan; or there may be a policy decision by the State Board to establish a range of amounts and/or a maximum amount applicable to specific Individual Training Accounts.

Limitations designed by the Board must not diminish customer choice in the selection of an eligible training provider.

Page 2

Individual Training Accounts cont.

(2) Linkage to occupations in demand: Training services shall be directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which an adult or dislocated worker receiving such services is willing to relocate, except that a local board may approve training services or occupations determined to be in sectors of the economy that have a high potential for sustained demand or growth in the local area.

(3) Mechanisms other than Individual Training Accounts may be used in the following instances:

- customized training, on-the-job training, incumbent worker training or transitional employment;
- if the Board determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of the system;
- if there is a training program of demonstrated effectiveness offered by a CBO or other private organization to serve special participant populations that face multiple barriers to employment;
- the contract is a pay-for-performance contract.

*The combined use of Individual Training Accounts and contracts in the provision of training services, including arrangements that allow individuals receiving individual training accounts to obtain training services that are contracted for are allowable.

Special participant populations are defined as:

- Individuals with substantial language or cultural barriers;
- Offenders;
- Homeless individuals; and
- Other hard-to-serve populations – determined by the Governor.

Criteria to describe programs of demonstrated effectiveness may include:

- Financial stability;
- Demonstrated performance;
- Local area demand occupation.

Inquiries: Questions should be addressed to the:

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