



Area 20/21  
Individual Training Account  
and Supportive Services Policy  
Effective July 1, 2017  
Revised June 24, 2020



|   |   |
|---|---|
| <b>Duration of ITA:</b>                                       | <p>ITA authorizations will be reviewed annually on a case by case basis.</p> <p>Re-evaluation of individual employment plan required and appropriate action steps taken to foster responsibility, accountability, program completion, and self-sufficiency.</p> <p>The duration of an ITA is determined by a participant's course of study. Realistic and attainable training plans must be considered. Generally, training is either short-term or long-term. Short-term training is training which is completed in 12 months or less. Short-term training is the preferred method since the goal is to attain employment quickly. Long-term training is training whose length does not exceed 24 months. Four-year degree programs may be funded when the customer can document that he or she is in the last two years of the program (e.g., remaining hours are equal to or less than 50 percent of the total credit hours required for the degree) and is in an in-demand occupation.</p> <p>There may be instances where a participant is unable to complete the training program within the time frame outlined in the ITA. These circumstances include, but are not limited to:</p> <p>Military service or leave time, lack of availability of classes, cancellations of classes, unforeseen illness (of the participant or an immediate family member of the participant)</p> <p>For the purposes of this policy, immediate family members include the participant's parents (including step-parents), spouse, domestic partner, and children (including step-children or children who the participant has been awarded custody of through a court).</p> |
| <b>Maximum Annual Tuition and Supportive Services Amount:</b> | <p>\$9,500.00 beginning July 1<sup>st</sup> through June 30<sup>th</sup></p>  |
| <b>Allowable ITA Costs:</b>                                   | <p>ITA expenditures are costs required by the training institute to complete the training. ITA costs required to complete the training may include, but are not limited to: Tuition and Fees, Books, Tools, Uniforms, Tests and Medical Immunizations/Tests. ITA costs do not include any supportive service costs related to the ITA.</p>  |
| <b>Supportive Services:</b>                                   | <p>Mileage, car repair, employment related needs, and other miscellaneous services. WIOA funds <u>shall not</u> be used for childcare or needs-related services.</p>  |



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**Mileage Reimbursement:**

1. Round Trip up to 25 miles - \$5 per day
2. Round Trip 26-50 miles - \$10 per day
3. Round Trip over 51 miles - \$15 per day
4. Completed travel reimbursement forms must be submitted within 30 days of travel date(s).

**Transportation Expenses:**

An individual job seeker may be permitted \$20 per week if verification of an interview is provided.

An individual who has obtained verifiable employment may be permitted a gasoline card or voucher for the first four weeks of employment. Amount of gasoline card or voucher will be based upon the mileage reimbursement rate above.

Car repairs are limited to \$1,200 per year.

Prior to a purchase and/or a repair, claimant should obtain approval of supportive services from their WIOA case manager. Prior to any approval, the WIOA Case Manager will verify an individual's participation in a WIOA program and amount of Supportive Services' funds remaining. Any request for reimbursement on services that did not receive prior approval may be denied. Federal and State grants must be explored such as the PELL and OIG. Customers will not be required to apply for student loans for ITA consideration.

**Funding Sources:**

**Financial Aid:**

Based on eligibility, customers must apply for PELL or OIG when applicable. The PELL or OIG Award Letter must be demonstrated or applied prior to the award of the ITA.

**GPA Requirements:**

Minimum 2.0; probation if customer falls below. Customer given one quarter or term to raise to minimum with continued funding; loss of funding if failure to raise to 2.0 or above at end of the probation period. Extenuating circumstances may be considered on a case by case basis.

**Regional Requests:**

Customers may access WIOA funds from any of the five counties. Funding will be restricted to residents of Area 20.

**Approval Request:**

Once the application process is complete, a review committee will review the application. The application should be received no later than 2 weeks prior to the start date of training for approval. Failure to submit within the required time frame may delay the begin date of training if approved.



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**Process for Accessing  
WIOA Training:**

If a customer is interested in applying for WIOA funds, he or she must be working with a WIOA case manager through OhioMeansJobs center for coordination and access of services.

**Student Status:**

If a customer does not have a High School Diploma or GED they will be referred to a local GED Program but it does not preclude them from receiving certain training.

A customer may be assessed on reading and math on the TABE or equivalent assessment test. Assessment outcomes will be reviewed based on the skill level requirements needed to successfully complete a training program.

**Funding:**

When training or education is available from more than one provider, the provider with the lowest overall cost shall be the provider of choice. Consideration to overall cost shall include: travel costs, waiting lists, training length and other exceptional circumstances affecting the efficient and effective delivery of services to the customer.

**I have read and understand the above WIOA ITA:**

\_\_\_\_\_  
WIOA Customer

\_\_\_\_\_  
Date

\_\_\_\_\_  
WIOA Case Manager

\_\_\_\_\_  
Date

**\*\*While it is not the intent of Area 20/21 to routinely alter the amount of its ITA policy, there may be extraordinary occasions in which the ITA may be increased, decreased or suspended based on available funding and/or program enrollment. Any exception to this ITA policy shall specifically be reviewed and approved by the program administrator or designee. Sufficient documentation shall be maintained in the case file as to why an exception occurred.**

**Funding may be reduced or terminated at any time due to budget constraints.**