



RIVERSIDE COUNTY
WORKFORCE INVESTMENT BOARD

**INDIVIDUAL TRAINING ACCOUNTS
(For YOC Youth 18-21 Years of Age)
*POLICY***

Date: November 3, 2010

Number: 20-04

PURPOSE: The Riverside County Workforce Investment Board (WIB) establishes this policy for funding approval of Individual Training Accounts (ITAs) for older youth (18-21 years of age) served at Youth Opportunity Centers (YOCs).

EFFECTIVE DATE: September 1, 2010

REFERENCES: [Title 20 Code of Federal Regulations \(CFR\) 663.420](#)
[Workforce Investment Act Directive WIAD06-17](#)

LOCALLY IMPOSED REQUIREMENTS: Locally imposed requirements are indicated in ***bold, italic*** type.

BACKGROUND: N/A

POLICY:
Based on a waiver of the prohibition on the use of Individual Training Accounts for older and out-of-school youth granted to the Local Workforce Investment Areas (LWIAs), the WIB is making available ITAs to older youth who have successfully completed the eligibility process and ***are currently enrolled and active at one of the YOCs***. Determination of a youth's approval for training must include a self-sufficiency assessment (to determine whether youth can sustain self through training) and be documented in the Efforts to Outcomes (ETO) case notes and recorded on the Individual Service Strategy (ISS) Plan. Upon enrollment, YOC staff must submit a WIA Enrollment/Registration (EWIE) form, to their EDA Liaison. ITAs are not an entitlement and are subject to the availability of funds in the Local Workforce Investment Area.

I. Eligible Providers

ITAs are established on behalf of participants by YOC staff. Participants select training services from eligible vendors in consultation with YOC staff. In order to provide the best quality training vendors, ITAs are issued to WIB approved vendors that have entered into a contractual agreement with Riverside County. A list of approved vendors is available on the [WDC/Partner Intranet](#) site. This list should be utilized to determine the cost of training. Under limited circumstances, an ITA may be issued to a non-

WIB approved (non-contracted and/or non-ETPL approved) vendor. In order to maintain the WIB's high quality standards, all non-WIB approved vendor requests must first be authorized by the Workforce Development Program Development Manager or Assistant Manager. An ITA request for a non-WIB approved vendor must be submitted to the assigned EDA liaison to secure authorization. A copy of the ITA Training agreement must be placed in a participant's case file upon enrollment with an ITA vendor.

II. Linkage to Occupations in Demand

ITAs must be directly linked to the WIB's targeted industries or to current employment opportunities in the Local Workforce Investment Area. Training outside of the WIB's targeted industries must be justified by labor market information and documented in a participant's case file prior to approval. Interest/career assessments should also be geared to the same occupational field.

III. Maximum Amount and Duration

The maximum amount authorized for ITAs for YOC youth is \$5,000 and the duration of the training cannot exceed 24 months.

IV. Coordination of ITAs with Other Grant Assistance

The Workforce Investment Act requires that training funds be coordinated with other grant sources for training such as Federal Pell Grants. WIA funds may only cover that portion of tuition not covered by other grant awards. YOC staff and training vendors must coordinate available funds to pay for the training and to prevent duplication of payments. If the selected training program is Pell-eligible, the ITA participant will be required to provide a copy of the Free Application for Federal Student Aid (FAFSA) application and a copy of the Student Aid Report (SAR) to YOC staff when available. In addition, the training vendor must provide documentation to YOC staff of how the grant aid was applied to the participant's Cost of Attendance. A participant may be enrolled in training while his/her FAFSA application is pending, however, the training vendor is responsible for ensuring repayment of WIA funds should federal student aid (or other state/local aid) be received after the disbursement of ITA funds and credited back into the monthly YOC invoice.

V. Supportive Services

Supportive Services, if appropriate, shall be delivered pursuant to the Workforce Investment Board's [Youth Support Services policy](#) available on the WDC/Partner Intranet site.

VI. Tuition Recovery

In the event the participant drops out of the ITA training program prior to completion, the tuition costs shall be prorated according to calculation method identified in the YOC Master Agreement with vendor. Vendors who are community colleges, UC Extensions and other higher education entities shall refund the county in accordance with the published catalog tuition refund policy.

Tuition only ÷ number of class hours = hourly rate

Hourly rate X number of hours attended = tuition owed

Tuition owed + application contractual items used = total owed

Tuition amount – total owed

= refund due (unearned amount)

The unearned amount will be refunded to the Youth Opportunity Center within 45 calendar days as stipulated in the YOC Master Agreement and credited back into the monthly YOC invoice.

PROCEDURES: N/A

REVISION HISTORY:

Revision Dates: 05/06/10

Original Policy Date: 01/01/10

/s/Melissa Reid

Melissa Reid, Program Development Manager