



**Workforce Investment Act Policy**  
**WorkSource Standards & Integration Division**

---

---

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, the WorkSource Standards & Integration Division sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information notices, and technical assistance.

---

---

**Policy Number:** 3655 Revision 1  
**To:** Washington WorkSource System  
**Date of Publication:** December 7, 2012  
**Subject:** Individual Training Accounts (ITAs)

**1. Purpose:**

This policy provides guidance to Workforce Development Councils (WDCs) on Individual Training Accounts (ITAs) for training services provided under Workforce Investment Act (WIA) Title I-B for adults and dislocated workers.

**2. Background:**

WIA Title I-B training services for adults and dislocated workers are provided through ITAs.

Individuals are expected to take an active role in managing their employment future through the use of ITAs. Adults and dislocated workers receiving training under this approach will receive information they need (e.g., skills assessment, labor market conditions and trends, training vendor performance) to make a self-informed choice about their own employment future – and the training to support their decision.

The ITA is established on behalf of a registrant. An Individual Employability Plan (IEP) does not constitute an "obligation" of the ITA award. Using ITA funds, WIA Title I-B adults and dislocated workers purchase training services from eligible training providers they select in consultation with an employment counselor. Payments from ITAs may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course.

**3. Policy:**

**a. Guidelines for Local ITA Policies:**

All WDCs must have a local ITA policy for adults and dislocated workers receiving WIA Title I-B training services. The WIA regulations allow the state or local WDC to impose limits on the dollar amount and/or duration for ITAs ([20 CFR Part 663.420 \(a\) and \(b\)](#)).

- 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 WDC to establish a range of amounts and/or a maximum amount applicable to all ITAs.

Limitations established by WDC policies maximize, not undermine, customer choice in the selection of an eligible training provider. ITA policies may provide for exceptions to the limitations in individual cases, i.e., individuals with physical or sensory disabilities who may need their duration of training extended beyond the duration limit established by the WDC.

The local ITA policy must address:

- If the WDC intends to impose any dollar and/or duration limit(s) for the ITAs;
- If the WDC intends to limit the number of times an individual may modify their ITA; and
- How the ITAs will be obligated and authorized.

**b. Considerations for Local ITA Policies:**

In order to ensure that an individual fully utilizes his/her ITA, the WDC may want to offer an explanation on how the local system operates, the dollar limits, what the individual's responsibilities are and what choices are available to him/her.

Once an individual is awarded an ITA, local WDC policy could establish a time limit as to when the registrant must be enrolled in training.

If the WDC decides to limit the number of times an individual may modify their ITA, the WDC may want to coordinate this modification of the IEP with approval from the appropriate workforce system case manager.

The WDC may wish to consider providing quarterly statements to individuals enrolled in approved training and awarded an ITA. The statements would report the amount of funds that have been accessed from the ITA award and identify the amount of funds remaining.

When a program of training is removed from the state Eligible Training Provider (ETP) list, WIA participants currently enrolled in the program with the support of an ITA may be allowed to complete their training (see [ETP Policy #3635](#)). WDC policy should note that an ITA should not be modified or extended for a participant beyond the original plan approval as it relates to a program of training that is no longer on the ETP list.

In order to fully obligate funds set-aside in support of ITAs awarded, local WDC policy could:

- In accordance with procurement guidelines, contract all ITA funds with a brokering agency who would be responsible for ITA payments; or
- Write a Purchase Order (PO) or Voucher for each individual identified to receive an ITA award. The PO or Voucher should document a three-way commitment between the individual, the service provider, and the training institution. As a three-way contract, this PO or Voucher could obligate funds for the Program Year (PY). If additional ITA funds are required beyond the PY (two-year cycle) and are needed by the individual in order to complete his/her training plan, a new PO or Voucher could be awarded at the beginning of the next PY. While ITA funds would be obligated through this PO or Voucher process, local areas would have the flexibility to decide when to bill actual expenditures with the training provider. This PO or Voucher system would have to address deobligations as individuals receive additional resources and/or leave the training program prior to completion.

An ITA award could fund prerequisite training to a vocational training program if it is required by the educational institution. By law, short-term "prevocational services" are considered intensive services which include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training. According to verbal instructions from the Department of Labor (DOL) (January 2001), if a WDC can defend their position on further defining prevocational skills, the WDC may want to further define prevocational services to include short-term or low-cost preparatory training lasting less than a week or at a cost of \$500 or less as an intensive service and not funded through an ITA award.

The WDC may want to require that an individual must be making satisfactory progress in training to access all payments of their ITA. If satisfactory progress is used to authorize all ITA payments, "satisfactory progress" should be defined by local WDC policy.

Note: The Washington State Unemployment Insurance Training Benefits Program has specific criteria for determining satisfactory progress for claimants ([WAC 192-270-065](#)).

#### **4. References:**

- WIA Section 134(d)(4)(G)
- 20 CFR 652 et al.
- 20 CFR 663.400; 663.410; 663.420; 663.430; 663.440
- WAC Chapter 192-270, Training Benefits for Dislocated Workers
- [ETP Policy #3635](#)
- [Washington State Unemployment Insurance Training Benefits Program](#)

#### **5. Supersedes:**

WIA Policy 3655, Individual Training Accounts (ITAs).

6. **Website:**

<http://www.wa.gov/esd/policies/title1b.htm>

7. **Action:**

WDCs and their contractors, as well as Employment Security Area Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

**Direct Inquiries To:**

*WorkSource Standards & Integration Division  
Employment Security Department  
PO Box 9046  
Olympia, WA 98507  
(360) 725-9500  
[WSIDpolicy@esd.wa.gov](mailto:WSIDpolicy@esd.wa.gov)*

**Approved:**

A handwritten signature in black ink, appearing to be 'AS', is written over a horizontal line. Below the line, there is a large, stylized circular mark.

Amy Smith, Deputy Assistant Commissioner