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# Chautauqua County Workforce Investment Board

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**Policy Name:** Individual Training Account (ITA's)  
**Effective Date:** 4/1/06  
**Revised:** 12/01/09

## **Explanation:**

Individuals meeting the self-sufficiency criteria are eligible for training assistance. For individuals receiving training before they are employed, it must be demonstrated how their experience and ability qualifies them for the demand occupation for which they are being trained. WIA enrolled individuals may use training funds when it can be documented that they cannot find a job in their field with their current skill level. Dislocated workers may qualify for training funds if they establish through core and intensive services that they are unable to obtain a job in their field with wages at least 90% or greater than the wage received at the time of dislocation. Enrolled dislocated workers who also are approved for Trade Readjustment Act (TRA/TAA) may be eligible for WIA training funds with a WIA approved training plan. The local WIB training policies apply to TRA/TAA enrolled dislocated workers receiving WIA funding.

The cap applies to training services governed by ITA's and provided by eligible training providers chosen by individual customers. Supportive services are governed by a separate policy and not included in ITA's. Individual Training Accounts are available through the Chautauqua Works One-Stops. Funding for post-employment (customized) training is not capped per individual, but determined by agreement between the business and the WIB. Post-employment funding is obtained by contacting the Executive Director of the WIB.

## **Policy:**

The individual training account level is set at a **\$1,000** per person cap for each fiscal year as defined as July 1- June 30. For exceptions to this policy, approval by the Director will be made based on proposed skills to be trained, degree of shortage, targeted industry and available funds. For ITA requests exceeding \$5,000, approval by the Training Committee of the WIB will be made as warranted.

### **Allowable ITA Expenses and Fees:**

- Tuition
- Technology Fees
- Faculty Student Association Fees
- SUNY Learning Network Fees

- College Processing Fees
- Accident Insurance Fees
- Lab Fees (e.g., physics, engineering, nursing, OTA, biology, physical education, welding, health services physical, etc.)

**Unallowable ITA Expenses and Fees:**

- Textbook & Supplies (these are covered under the Supportive Services Policy)
- Meal Plan
- Health Services Fees
- Health Insurance Fees
- Credit Free Review Session Fees
- Re-Test Fees

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