



RIVERSIDE COUNTY
WORKFORCE DEVELOPMENT BOARD

INDIVIDUAL TRAINING ACCOUNTS
POLICY

Date: December 30, 2020

Number: 20-03

PURPOSE: This policy provides guidance on the Riverside County Individual Training Account Voucher (ITAV) System for training services provided under the Workforce Innovation and Opportunity Act (WIOA) Title 1-B for Adults and Dislocated Workers.

EFFECTIVE DATE: Upon Release

REFERENCES: WIOA (Public Law 113-128) Section 122
EDD Workforce Services Directive Recovery of WIOA Tuition and Training Refund WSD19-10
EDD WIOA Eligible Training Provider List Policy and Procedures WSD15-07

LOCALLY IMPOSED REQUIREMENTS: N/A

POLICY:
Individual Training Account Vouchers (ITAV) is one method through which training is financed and coordinated for WIOA participants. WIOA customers can choose training programs from the State of California Eligible Training Provider List (ETPL). WIOA customers interested in training should be encouraged to use and research information (e.g., skills assessment, labor market conditions/trends and training provider performance) to make a self-informed choice regarding their employment goals.

Individual Training Account Voucher (ITAV) Guidelines

- Participants must be Workforce Innovation and Opportunity Act (WIOA) Adult and/or Dislocated Worker eligible.
- All Participants must attend the Educational Alternatives workshop and have a developed Individual Employment Plan (IEP) with specific set goals to obtain or retain employment.

- An ITAV will only be approved for training courses that are on the California Eligible Training Provider List (ETPL). If the training provider is not on the approved ETPL list the training provider must submit the application listed in ETPL Directive WSD 15-07, located at http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd15-07.pdf through CalJOBSSM to the Administration Unit of the Riverside County Housing, Homelessness Prevention and Workforce Solutions (HHPWS) / Workforce Development Division (WDD).
- Any training outside of the Workforce Development Board approved industries or Regional Key industries will require additional justification. O*NET Bright Future Occupation designation or EDD's fastest growing jobs classification are examples of documentation that can be provided as justification.
- ITAV's will not pay for college degrees.
- ITAV's are authorized to pay for tuition and books, required equipment and other associated fees for the training program, less Federal and State financial aid, grants, scholarships, and work study.
- Local areas must consider the availability of other sources of grants, excluding loans, to pay for training costs so that WIOA funds are used to supplement but not supplant other sources. WIOA funds are intended to provide training services in instances when there is no grant assistance (or insufficient assistance) from other sources (i.e. Title IV Programs and state-funded grants) to pay for those costs (20 CFR 663.320). The use of WIOA funds to pay down a loan is prohibited; however, the mere existence of a loan must not impact eligibility determinations.
- ITAV's will not exceed \$8,000 per customer.
- Under special circumstances, on a case by case basis scenario and in extenuating circumstances (ex. COVID-19 Pandemic) and with proper justification and documentation in case notes, a career coach can submit a request for approval to exceed the \$8,000 maximum amount. ITAV's exceeding \$8,000 will only be approved if the following criteria is met:
 - The customer can demonstrate a decrease in their CalJOBS budget
 - Industry or Occupation are in Demand
 - There are no other available resources to customer
 - The training provider will not negotiate cost of training
 - Occupational wage resulting from training must be above the self-sufficient wage for Riverside County

Any requests for approval must be initially reviewed and approved for submission by the Site Manager. Once the site manager approves the request it must be forwarded to the appropriate person based on the table below:

**Approval authorities subject to change consistent to department policy*

Staff Title	Approval Authority
Senior Development Specialist (Site Manager)	Up to \$8,000
Principal Development Specialist	Up to \$20,000
Deputy Director	\$20,001 and above

- Repeat customers will be subject to approval by the Workforce Development Director or their designee. Repeat customers include WIOA training enrollments as well.
- There will be two (2) levels of approval for an ITAV to be issued to customer and training provider. The first approval level is from the Site Manager in reviewing and approving eligibility and training criteria in CalJOBS. The second level will be from the Workforce Development Division, Accounting and Finance Division in approving and issuing the ITAV.
- The maximum duration of a training program may not exceed a 24-month period. Exceptions may be granted in instances where the student is unable to complete the training course as planned.
- The ITAV is valid for a period of 30 days from the voucher start date. If the authorized start date is after 30 days, the voucher is null and void.
- Vendors providing ITA services will receive payment based upon receipt of an approved Voucher and issuance of a Purchase Order by WDD fiscal. ITAs will be paid in increments of fifty (50) percent at the halfway point in training hours and fifty (50) percent at completion. Any training less than two months or 320 hours will receive one hundred (100) percent payment upon completion.
 - An exception to this payment procedure may apply to public post-secondary institutions (i.e. community colleges, university extensions and other higher education entities) that are required to receive full payment of tuition upon enrollment/registration of the participant.
 - At the discretion of the Workforce Development Director, an exception to this payment procedure may be made based upon the needs or requirements of any awarded grants or special projects, which may require revising the terms and conditions of the ITAV invoice packet.
- The training provider must submit a completed ITA invoice packet (Fiscal Form 448-15), for each tuition payment.
- Pell Grant and other financial aid must be claimed on Fiscal Form 448-15.
- All invoices must be submitted no later than 45 days after training program completion date to ensure funding is available for payment.
- In the event the participant drops out of the ITA training program prior to completion, the tuition costs shall be prorated in accordance with published catalog tuition refund policy or if training provider does not have a refund policy in place, the following calculation method will be used:
 - Tuition only divided by number of hours =hourly rate
 - Hourly rate multiplied by number of hours attended =tuition owed
 - Tuition owed + applicable contractual items used =total owed
 - Tuition amount minus total owed =refund/unearned amount

The refund/unearned amount will be refunded to:
HHPWS/WDD Accounting and Finance
1325 Spruce St., Suite 400
Riverside, CA 92507

Refunds shall be submitted within 45 calendar days. Failure to comply with this provision may result in the discontinuance of ITA Vouchers until such time the unearned amount is refunded or credited. Any uncollected refund will be subject to Policy Number 10-02 Debt Collection.

PROCEDURES:

WDD staff should refer to Knowledge Management on the [WDC/Partner Intranet](#) site for procedures related to this policy.

REVISION HISTORY:

Revision Dates: 12/30/20, 02/09/2017, 10/29/2015, 01/21/2014, 07/10/2010,
04/29/2010, 01/22/2009, 12/04/2008
Original Policy Date: 06/30/2007



Leslie Trainor, Deputy Director