

Department of Labor

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New York State Workforce Development System Technical Advisory #09-2.1 February 23, 2015

To: Workforce Development Community

Subject: Individual Training Account (ITA) Approval Policy

This TA updates and replaces WDS TA #09-2, *Individual Training Account (ITA) Approval Policy*, dated March 9, 2009

Purpose

To re-affirm state policy on four elements of the Individual Training Account (ITA) mechanism for funding training.

1. ITA Justification;
2. ITA Approval Authority;
3. Local Workforce Development Board (LWDB) Responsibilities; and
4. State priorities.

Action

Effective immediately

1. ITA Justification – Identification of a training program to remediate a skills gap identified through comprehensive assessment is sufficient justification for issuance of an ITA for the training program.
2. ITA Approval Authority – The staff person conducting the comprehensive assessment and identifying the training program with the customer is authorized to develop and submit an ITA for the training program for funding approval. The funding approval authority is contingent upon the availability of training funds in the local area.
3. LWDB Responsibilities
 - a. Training Funding – The LWDB must identify the budgeted amount of training funds available in the local area for ITAs, on-the-job-training (OJT) and customized training. It is recognized that the budget may be revised during the course of the program year to address training needs of the local area.

The local area will report the training budget and expenditures through current fiscal monthly reporting to the Department Assurances – The LWDB must have written local

ITA policy and procedures which are consistent with this WDS-TA. The policy and procedures must also address the following items:

- i. ITA cap amount;
- ii. ITA time frame;
- iii. Priority of service;
- iv. Self-sufficiency standards;
- v. Demand occupations/skills in the local area;
- vi. Training programs that address the skills needed for the demand occupations;
and
- vii. The availability of funding for ITAs.

In addition, the LWDB must distribute these to all Career Center staff who provide Career Development Services to assure consistent delivery of service in the local area

4. **State Priorities** – The ITA mechanism and local Career Center system are an effective infrastructure for delivering training services, and are important to supporting the implementation of state training priorities. Therefore, the Department reserves the right to identify demand occupations and associated training programs deemed a priority by the state that should be implemented through the local ITA mechanism in collaboration with LWDBs.
5. **Supplemental Funding** – The Department reserves the right to base supplemental funding decisions on a local area’s ability to expend funding for training through ITA, OJT, customized training and classroom opportunities. The Department also reserves the right to withhold future supplemental funds from a local area that does not fulfill the requirements of this ITA policy. The Department also reserves the right to prioritize demand occupations and associated training programs for use of supplemental funding.

Policy

This policy is intended to expedite and streamline the delivery of training services through the Career Center system by ensuring that:

- ♦ A comprehensive assessment service must be provided to all eligible customers prior to issuing an ITA.
- ♦ An eligible individual whose comprehensive assessment identifies a skills gap and identifies a training program to remediate the skills gap is quickly approved for an ITA – to the extent other mechanisms for providing the training are not available;
- ♦ Staff who have responsibility for providing comprehensive assessment services also have the authority to develop and submit an ITA for funding approval; and
- ♦ State level policy on funding training services through ITAs is transparent to entities wishing to leverage funding with the Career Center System.

New York State is implementing this ITA policy to optimize the Career Center system’s training approval process, ensure seamless service for Career center customers, and enhance the Career Center system’s capacity to target resources for training in priority demand occupations.

Background

A comprehensive assessment is a logical next service to provide when a customer is identified or has requested a need for training.

Comprehensive assessment requires consideration (assessment) of all factors that comprise an individual's employment plan, including: career planning; proper prerequisites; suitability for training, willingness to be trained, barriers to successful participation in training,; demand / priority occupations in the region, availability of resources (WIOA and non-WIOA); the availability and leveraging of services of local partnerships with Community Based Organizations.

Inquiries

Please direct all questions regarding this Technical Advisory to: Your State Representative