INDIVIDUAL TRAINING ACCOUNTS (ITAs)

Effective
July 1, 2026

Purpose
The purpose of this policy is to establish clear guidelines for Individual Training Accounts (ITAs) in Area 6, ensuring consistent access to training opportunities that lead to employment in in-demand occupations or critical jobs.

Applies To
1. Stark Tuscarawas Workforce Development Board (STWDB)
2. Workforce Initiative Association (WIA)
3. All Area Subrecipients

References
1. Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128 2. 20 C.F.R. 680.200
2. 20 C.F.R. 680.200
3. WIOA Public Law 29 U.S.C. 3101 et seq.
4. Ohio Administrative Code rule 5101:9-30-04 Mandated Use of OWCMS
5. **ODJFS WIOAPL 15-11.3** Use of Individual Training Accounts
6. Stark Tuscarawas Workforce Area Policy: Local Criteria For ITA Eligible Training Providers
7. Stark Tuscarawas Workforce Area Program Policy: Local Definition for Self-Sufficiency Standard and Family Self-Sufficiency

Related Documents
1. Training Flowchart

Background
A program of training services is one or more courses or classes, or a structured regimen that provides the services that are listed in 20 C.F.R. 680.200 and leads to:

1. An industry-recognized certificate or certification, a certification of completion of a registered apprenticeship (RA), a license recognized by Ohio or the Federal government, or an associate or baccalaureate degree;
2. A secondary school diploma or its equivalent;
3. Employment; or
4. Measurable skill gains toward a credential described in paragraphs 1 and 2 of this section or employment.

To be eligible for training services, the local area or the Comprehensive Case Management and Employment Program (CCMEP) lead agency must determine whether adult, dislocated worker, out-of-school youth, and – per waiver authority – in-school youth participants, are appropriate for training services.

Determination of appropriateness should be done by completion of an interview, evaluation or assessment, and career planning. Assessment may include, among other things;

1. A combination of standardized tests;
2. Inventory of participant's interests, skills assessment, career exploration; and
3. Available labor market information.

Definitions

- ***Eligible Training Provider (ETP):*** An institution, organization, or provider that is approved by the State of Ohio and local workforce area to deliver training services under WIOA and is authorized to receive Individual Training Account (ITA) funds.

- ***ETP List (Eligible Training Provider List):*** The State of Ohio's approved listing of Eligible Training Providers and programs authorized to receive WIOA funding for training services through Individual Training Accounts.

- ***In-Demand Occupation:*** An occupation identified by the State of Ohio and/or the Local Workforce Development Board as having sufficient current or projected labor market demand within the local or regional workforce area.

- ***Industry-Recognized (Certificate or Credential):*** A credential, certificate, or certification that is recognized by employers or industry associations and validates the attainment of measurable technical or occupational skills necessary for employment or advancement in an occupation.

- ***Occupational Skills Training:*** Training that provides individuals with specific technical and occupational skills required for an in-demand occupation, including training that leads to a recognized postsecondary credential, certificate, licensure, or measurable skill gain.

- ***Program of Training Services:*** One or more courses or instructional activities that are (1) occupationally relevant, (2) directly linked to employment in an in-demand occupation, (3) provided by an Eligible Training Provider, and (4) designed to result in a recognized credential, secondary school diploma or equivalency, or measurable skill gain.

- ***Registered Apprenticeship:*** A workforce training model registered with the U.S. Department of Labor or a State Apprenticeship Agency that combines paid, on-the-job learning with related technical instruction and results in a nationally recognized credential.

- ***Secondary School Diploma:*** A diploma awarded by an accredited secondary school that signifies completion of state-approved graduation requirements; this term does not include a high school equivalency unless otherwise specified.

- ***Workforce Inventory of Education and Training (WIET):*** Ohio's statewide system and database that identifies and inventories education and training programs, credentials, and career pathways aligned with in-demand occupations and workforce needs.

Policy & Procedure

The WIOA program is designed to provide employment and training opportunities to those who can benefit from, and who are most in need of such opportunities. However, WIOA is not an entitlement program. This requires local WDBs to ensure individuals are determined to be eligible and appropriate for program enrollment based upon a consistent equitable assessment that is relevant to the level of services for which the individuals are applying. STWDB offers a limited number of Workforce Funded Training Dollars each year (based upon available funding) to assist persons who lack the skills to be employed and self-sufficient in today's labor market.

1) Training Program Eligibility

Some restrictions do apply to training program eligibility in regards to investment total, program expenses, program length, program vocation, training structure, and training type.

To maximize the impact of ITA investments while maintaining flexibility and consumer choice in selecting training providers, training funds will be approved based on cost reasonableness, program quality, and local availability. When multiple training programs prepare participants for the same or comparable credential or occupation, priority will be given to the lowest-cost program that:

- Meets credentialing or licensure requirements;
- Is available within the local or regional labor market; and
- Is reasonably accessible to the participant (location, schedule, modality).

Higher-cost training programs may be approved only when documented justification demonstrates that a lower-cost comparable option is not available, not accessible, or not appropriate for the participant's documented needs.

ITA expenditures are costs required by the training institution to complete the training. ITA costs required to complete the training may include, but are not limited to:

i) Tuition and fees;
ii) Books;
iii) Tools;
iv) Uniforms;
v) Tests; and
vi) Medical immunizations/tests

Workforce Funded Training Dollars are not offered for any advanced degrees. Those who seek Workforce Training Dollars to complete an Associates or Bachelor Degree must be full time students in good standing and have no more than 32 semester hours remaining to be completed before graduation however, Short term programs (completion at 14 months for Adults and Dislocated Workers or up to 24 months for Out of School Youth) will be the standard for funding consideration.

Registered apprenticeship is a proven model of job preparation that combines paid on-the-job training with related instruction to progressively increase a workers' skill levels and wages. Registered apprenticeship is also a proven business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. Graduates of registered apprenticeship programs receive nationally-recognized, portable credentials, and in some instances their training may be applied toward further postsecondary education.

Only registered apprenticeship programs that have been approved by the Ohio Department of Job and Family Services (ODJFS) as recognized State apprenticeship programs, will be permitted to enter into ITAs to fund the educational portion of the registered apprenticeship for eligible apprentices. ITAs may also be used locally to finance pre-apprenticeship training in preparation for the formal registered apprenticeship training if the pre-apprenticeship program provider has been approved as an Ohio eligible training provider and listed on Workforce Inventory of Education and Training (WIET). ITAs for the educational portion of a registered apprenticeship program may be approved covering allowable training costs the first year of the program for WIOA-eligible applicants. STWDB may approve ITAs for additional apprenticeship

years on a case by case basis.

Continued WIOA funding is contingent upon the success of those trained with WIOA Workforce Funded Training Dollars. Because of that, Workforce Funded Training Dollars are not awarded for areas where there is low labor market demand, where placement and/or retention rates are low, where low pay or part time employment typically results, or where jobs are primarily commission based or considered to be self-employment.

2) Individual Eligibility

Enrollment into the WIOA adult program requires applicants to be at least 18 years of age, properly registered for Selective Service if applicable, and authorized to work in the U.S.

Further, all employed individuals must demonstrate that they are not self-sufficient as defined by the local WDB policy. Access to ITAs requires additional assessments in order to receive WIOA adult-funded training, including a determination of the need for training services. All available sources of funds (including grants such as Pell, but excluding loans) will be considered in determining an individual's need for WIOA funds in Stark and Tuscarawas Counties. Although WIOA is not an entitlement program, access to needed services by eligible and appropriate individuals is essential in order to fulfill the goals and objectives of the legislation.

Eligible adults have a household income level at or below the local self-sufficiency or family self-sufficiency threshold, averaged over the past six months. Youth who are served as adults must meet guidelines to determine dependency. Dislocated workers or displaced homemakers qualify for Workforce Training Dollars regardless of average income over the last six months. All data validation requirements are followed.

3) Individual Appropriateness

Workforce Funded Training Dollars are awarded on a competitive basis after consideration of the following factors to determine appropriateness in addition to eligibility:

i) ***Current skill level of the applicant -*** Successful applicants will not possess marketable skills from previous employment or training, nor will they hold up-to-date credentials or licenses in areas that are currently marketable. Those who possess marketable skills or credentials, but simply want to change careers, will not be considered for funding. An applicant who possesses marketable skills in a field where s/he is no longer able to work could be considered for Workforce Funded Training Dollars.

ii) ***Labor market demand for the training requested -*** Successful applicants will have thoroughly researched the demand for the employment which would result from their requested training and be able to present evidence of its marketability.

iii) ***Financial need of the applicant -*** Successful applicants have already applied for PELL and any other financial aid available for the chosen training program. Those who might be eligible for TAA have explored those options.

iv) ***Anticipated increased earned income –*** Successful completion of the training and subsequent employment is expected to result in increased earned income for the applicant when compared to pre-training wages, based on individual circumstances and relevant labor market information for the targeted occupation. Training requests that do not demonstrate a projected increase in earnings will require additional justification to be considered for approval.

v) ***Ability to complete the training and secure employment in a timely manner -*** Successful applicants have arrangements in place to assure that their households can survive financially for the expected duration of training. They have demonstrated their ability to academically complete the required coursework through passing entrance tests, being accepted into a wait- listed

program, or completing similar coursework or related employment in the past. They have the ability to physically do the work of the chosen career upon completion of training. They do not have justice involvement that would reasonably preclude employment in the targeted occupation upon completion of training.

vi) ***Thoroughness and timeliness in the completion of the funding application itself -*** The successful applicant has completed all requirements up to this point in a timely manner. They have put time and thought into the completion of their essay questions and other application components.

4) Procedure

Procedures have been approved and implemented by STWDB that ensure a consistent equitable assessment toward appropriateness for WIOA Workforce Funded Training Dollars. All eligibility paperwork is reviewed with the applicant before the funding application is given out. When the completed funding application is returned, all applicant paperwork is presented to the Training Review Committee where appropriateness is discussed and approval/denial of WIOA funds is made. The Training Review Committee reviews completed applications at least monthly to determine approvals.

Responsible Party

Assistant Director, Stark Tuscarawas Workforce Development Board

Approving Authority

Executive Director, Stark Tuscarawas Workforce Development Board

Revision History

05-03-2018 | 07-01-2026