



EASTERN

EASTERN WORKFORCE BOARD

**INDIVIDUAL TRAINING ACCOUNT
AND
TRAINING VOUCHERS
POLICY AND PROCEDURES**

Rev. 2019



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PURPOSE

This issuance provides policy, guidance and procedures for the administration and oversight of eligible training providers, participant individual training accounts (ITA) and training related services. It is the intention of Eastern Workforce Board (EWB) administration that this document conform to the pertinent legislation, regulation, state issued polices, and the Board's intent to provide quality participant services.

AUTHORITY

The primary funding source for participant services is the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth grants, **The Workforce Innovation and Opportunity Act of 2014** (P.L. 113-128) and **20 CFR WIOA Regulations; Final Rules** is the legislative and regulatory guidance for this document. Section **134** of **WIOA** grants legislative authority to the Board for oversight and administration of training providers, ITAs, and training related services. **§ 681.550 WIOA; Final Rules** gives regulatory guidance to the local board in regards to eligible training providers, participant individual training accounts (ITA) and training related services. State guidance will be used based on the most current Issuances and Memos.

BACKGROUND

Training services for WIOA Adult, Dislocated Worker, National Emergency Grant Program, and **Out-of-School youth, ages 16-24** may be provided by Individual Training Accounts (ITAs) through the one-stop delivery system adult program. ITAs are established with WIOA funds for participants who are unable to obtain grant assistance from other sources or require assistance beyond that available under grant assistance from other sources for training services. The requirement to coordinate ITAs with other grant sources is intended to ensure the use of WIOA funds is always secondary to the use of funds from other sources. ITAs must be established to account for WIOA funds expended for training or training-related activities which leads qualifying WIOA participants to self-sufficiency. ITAs are required when training is funded for Adult and Dislocated Workers and may be established for Out of School Youth. Out of School Youth may select eligible training providers from the Eligible Training Provider List through the use of an ITA.

ITAs are attached to a participant and not a funding stream, a program or institution of training. Like Individual Employment Plans (IEP) or Individual Service Strategies (ISS), ITAs are issued once per program during the duration of the participant's WIOA enrollment. Any modification to the ITA must be approved through a written request to the appropriate Board staff to review on behalf of the Board. The amount of the ITA may not exceed board-set limitations in terms of the maximum of obligated funds or time limits.

Training services are not entitlements and should be provided to participants to enable them to complete a credential or to gain and/or retain employment that results in a self-sufficient wage. Training costs must demonstrate a direct connection in placing a participant in unsubsidized labor or assist in building the skills needed to advance in the workplace in a Board approved demand occupation.

POLICY

It is the policy of Eastern Workforce Board (EWB) and the Chief Local Elected Officials that all WIOA Title I funded services, including Individual Training Accounts (ITA) be delivered in a manner that fully complies with the WIOA law and regulations and that Individual Training Accounts (ITAs) be managed according to the steps prescribed in this document.

CASE MANAGER REQUIREMENTS AND RESPONSIBILITIES

The WIOA Title I service provider should ensure that Skills Development and Youth staff help participants identify occupational skills training that will assist them in attaining their career goals. A variety of support is available to WIOA participants as they move toward employment and self-sufficiency. Training is one of the



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tools a case manager can use to assist the participant in gaining or retaining employment. Individual Training Accounts (ITAs) are established for qualifying Adult, Dislocated Workers, and Out of School Youth when training services are funded by the Workforce Innovation and Opportunity Act.

Individual Training Accounts (ITAs) are typically the way WIOA case managers fund training expenses at post- secondary institutions. The WIOA programs staff will communicate the ITA process in simple understandable language to interested participants. **Training services are not entitlements and should be provided to enable workforce system participants to complete a credential or to gain and/or retain employment.** Training costs must demonstrate a direct connection in placing a participant in the workforce or assist in building the skills needed to advance in the workplace. ITAs are attached to a participant and not a funding stream, a program or institution of training.

Eastern Workforce Investment Board reviews and determines maximum limits on Individual Training Account funds and duration of time a participant may receive training services though WIOA based on demand occupations and demand skills on an annual basis.

The current ITA limits set by EWB are a maximum of \$10,000 for total training expenses paid to the training institution with a maximum of four (4) years of WIOA support (effective 8-19-2013).

Eastern Workforce Investment Board reviews and determines what allowable training costs paid directly to the training institution should be included in the Individual Training Account, including institutional fees, books, and other educational materials.

The EWB has determined that training related costs may include but are not limited to tuition, fees, books, uniforms, equipment, and other miscellaneous required items necessary to complete the selected course of study. This may include the purchase of appropriate electronics as required by the training institution to successfully complete the program. Recommended items such as study guides, practices tests, etc., that will help the participant be successful is encouraged and will be approved on a case by case basis.

ITAs established with WIOA funds support program participants who are unable to obtain grant assistance from other sources or require additional assistance with training services. Case Managers are strongly encouraged to leverage funds with Workforce System partners to fully meet the needs of the participant. Case managers should carefully document partner collaboration in case notes. While WIOA coordinates with the Trade Adjustment Act to meet participant needs, it is prohibited to establish ITAs for training that is fully funded with TAA funds. The WIOA Programs staff will issue vouchers in coordination with the State TAA Coordinator to the appropriate EWB staff for approval.

Eastern Workforce Investment Board reviews and determines demand occupations and demand skills on an annual basis as per EWB's Demand Occupation Policy. The One Stop Operator will distribute the EWB approved demand occupations and skills lists through the region's one stop centers. The One Stop staff will assist participants in selecting a demand occupation in the Eastern region by providing them access to the Demand Occupations list prior to the development of the Individual Employment Plan or Individual Service Strategy.

After the participant has selected the career (s)he wishes to pursue, the case manager will help the participant access the Eligible Training Provider List on Oklahoma Service Link to choose a training institution. To be eligible for training funds, the program of study must be on the training institution's Oklahoma Service Link profile,



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approved for WIOA funds and in EWB Board-approved demand occupation. The Board has determined that training funds should be focused on programs within the local region if the program of study is available. If the participant's desired program of study is not available in the local area, then proof that the training is not provided at an institution within the Eastern Workforce Investment Area will be required before an ITA can be issued. If the participant wishes to attend a training program provided by a private school out of the local area, an "intent to hire" letter from an employer or proof that the training is not provided at a public institution within a 50 mile radius will be required before an ITA can be issued.

In keeping with the State of Oklahoma's Career Pathways Initiative, multiple ITAs may be issued to support different levels of training during the participant's WIOA enrollment that ultimately results in a self-sufficient career. If a career pathway goal is established, the case manager must determine appropriate benchmarks to be obtained during the course of the career pathway for WIOA to continue to support the career pathway. The benchmarks must be documented in the IEP or ISS goals. An example of a career pathway is a health care pathway that includes Certified Nurse Aide, Licensed Practical Nurse, to the ultimate goal of Registered Nurse. The total amount of the ITAs may not exceed board-set limitations of the maximum obligated funds or time limits.

Because WIOA is a part of a workforce system, case managers must document all referrals for services in Oklahoma Service Link. Referrals to partners who offer remedial training services such as tutoring, English as a Second Language, or Adult Basic Education should be provided as necessary and documented in Oklahoma Service Link. When the participant begins Career Ready 101, Adult Education, Basic Skills, Literacy Activities, English as a Second Language or other referral activities, the participant's progress through the remediation or referral coursework must be documented in Oklahoma Service Link.

A comprehensive assessment and IEP goals are required for all participants transitioning into the WIOA Adult and Dislocated Worker Training Programs. If further career exploration is necessary, the case manager can require the participant to take **assessments that are available**. The comprehensive assessment testing components must be dated within one year prior to enrollment in WIOA program. Case managers are responsible for documenting the participant was unable to obtain or retain self-sufficient employment without training services. Documentation of services activities must be in the participant's Individual Employment Plan (IEP) goals or Individual Service Strategy (ISS) goals before an ITA can be established. The IEP or ISS should reflect the goals the participant sets for him/herself including training services.

All Youth participants are required to take the TABE assessment prior to establishing ISS goals as a part of the Objective Assessment. Youth participants wishing to receive WIOA funded training are required to take the Conover Assessment Battery and meet the State of Oklahoma minimum standards for the career readiness prior to receiving an ITA and/or training vouchers.

The Following will generally apply:

1. If a participant is high school equivalency deficient, that participant will be required to complete the TABE Online Exam. The participant will be required to then work towards a high school equivalency prior to occupational training.
2. If a youth participant is high school equivalency deficient, that participant will be required to complete the ABE coursework and attain a high school equivalency prior to enrolling in Occupational Skills training.

If assessment scores are below the State of Oklahoma Career Readiness Certificate (CRC) minimum, remediation prior to beginning occupational training must be addressed. The participant must achieve a score one level higher on a subsequent assessment prior to an ITA being issued. Assessment scores should be used as



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indicators of a participant's success in his/her chosen occupational training program. If a participant scored below the ACT recommended minimum for the skill tied to the occupation, every effort should be made to provide assistance to the participant in order to ensure success.

The Coordination of Training Funds (COTF) form is completed by the training institution's Financial Aid Office and provides the basis for determining the duration and amount of sponsorship needed by the participant to successfully complete training. WIOA Program staff will coordinate with the Financial Aid offices of the training institutions to ensure the participant is receiving assistance in applying for Higher Education Act Title IV funds and other forms of financial aid. A completed COTF and verification that the participant applied for Pell Grant must be uploaded in the participant's electronic file for each year the participant is receiving WIOA funds for training. The first page of a completed FAFSA or SAR is acceptable documentation of verification; however, the EWB reserves the right to request the entire SAR. The COTF forms must be continuously dated for the entire duration of training.

However, sometimes it becomes necessary for the WIOA case manager to modify the COTF. The COTF may be modified because there is an error in the mathematics; the Financial Aid Office did not take into account the living expenses; or an additional training expense was not taken into account when the COTF form was completed. In order to modify the amounts listed on the COTF, the case manager must fully document why the modification was necessary in detailed case notes.

Participants must receive student loan counseling that makes them made aware that they are not required to incur any debt in order to participate in Workforce Oklahoma programs. It is the participant's choice if (s)he wishes to incur student loan debt after receiving counseling. Participants who receive Veterans' Administration Educational Benefits (VA Benefits) do not need to use those funds prior to receiving WIOA assistance for training. Documentation through case notes is required for all steps taken to assist the participant to establish eligibility for financial aid, including referrals to eligible training providers' financial aid offices; providing assistance in completing financial aid applications; assisting with any scholarship or grant applications; and electronic submission of financial aid applications as needed.

WIOA Programs staff will ensure that the ITAs are calculated based on the amount of time (hours) the participant has remaining to complete his/her training program multiplied by the cost per credit hour (tuition and fees) and adding the total cost of books, tools and equipment, and allowable supplies. The total of allowable training costs will be deducted from the grant, waiver and scholarship awards listed on the COTF. If the participant is attending training for more time than is on the COTF, the grant, waivers, and scholarship awards must be estimated for the time periods that exceed the COTF. The ITA will be requested for the estimated balance of allowable training costs not paid by other funding sources except student loans. The participant must be informed at the time the ITA is established that the ITA will be paid in increments divided evenly over the term of coursework based on satisfactory progress, compliance with the WIOA program, and available funding.

ITAs may only be established for training related costs paid directly to the eligible training provider. Training related support that is not paid directly to the eligible training provider is considered a supportive service. All Supportive Services must be allowable under EWB's Supportive Services policy and may not exceed the amount of the total unmet need. Supportive Service payments will be tracked against the unmet need amount as determined by the training institution on the Coordination of Training Funds form. The procedure for tracking supportive services to ensure the services do not exceed the unmet need is located in the EWB Supportive Services Policy and Procedure.



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To comply with federal, state and local directives, an ITA must be established prior to submitting a training voucher. Each ITA Participation Agreement will be assigned a unique number at the time of EWB approval to allow for tracking of ITA and training voucher requests. WIOA Programs staff is required to use participant's OSL instead of social security numbers as a means of identification on all forms. **The use of Social Security numbers as a means of identifying a participant is strictly prohibited.** The case manager is responsible for managing their participants' ITA accounts to ensure participants do not exceed the dollar amount or time constraints set by the Board.

The EWB Accounting Office will generate an Obligated vs. Expense Report with the participant's name, ITA number, amount and duration; the voucher numbers and obligation; and the actual amount paid on each training voucher each training period. The report from the EWB Accounting Office is required to be uploaded to each participant's file. Reports will be given to the One Stop Operator every semester after payment of the voucher has occurred.

Unless a participant has an approved gap in training services, continuous enrollment is required. Participants who choose not to be continuously enrolled or do not have an allowable gap in training service in Oklahoma Service Link may lose access to their ITA. While enrollment in the summer semester is encouraged, it is not required because there are times when the training institution will not offer coursework required for the training program during the summer semester.

The **Individual Training Account Agreement** must be e-mailed to the appropriate EWB staff member for approval. The ITA form should be unsigned by the participant and the case manager until EWB staff has digitally signed and numbered the document. A completed **COTF** and the verification that Pell Grant has been applied for must be uploaded into OSL before the ITA Agreement is e-mailed to EWB.

In order to submit an ITA to EWB for review, the following items must be accurate and complete:

- a. The participant is enrolled in a WIOA program and meets **Priority of Service**, ~~if necessary~~.
- b. The participant has developed an Individual Employment Plan or Individual Service Strategy with the case manager that establishes the proposed training is necessary to reach employment goals.
- c. The field of study is in a EWB-approved **Demand Occupation**.
- d. The institution of study is approved for the program of study on the Eligible Training Providers List located on Oklahoma Service Link.

EWB staff will evaluate the request and respond to the appropriate staff with a decision by e-mail. EWB staff may ask for additional documentation prior to approving the obligation of funds. ITAs requiring additional or corrected documentation will not be approved until the requested documentation is uploaded into OSL and a notification of the upload is sent to the appropriate EWB staff. In the event an ITA is denied, EWB staff will respond in writing with the reason why the ITA was denied at the administrative level and suggest corrective action so the ITA can be approved. All ITA corrections must be resolved within **10 days** of the time of submission to EWB. If the ITA cannot be resolved within this time frame, it will be administratively denied by EWB staff. It is strongly recommended that ITAs be submitted well in advance of the Training Voucher. In the event that circumstances prevent the participant from making multiple trips to the One Stop Center, the ITA Agreement and Training Voucher may be processed at the same time. The request to do simultaneous approval must be received by EWB prior to the submission of the Agreement and voucher. It should be noted that the Agreement and/or voucher may not be approved if there is insufficient supporting documentation.



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Once approved, the EWB staff will give each ITA Agreement a unique number. This tracking number will appear on all the participant's subsequent training voucher requests. ITAs for a current semester may not be submitted after coursework for the program of study has started.

After an ITA has been approved by EWB, documentation of the establishment of the ITA must be uploaded into OSL and be recorded in Program Notes. A copy of the approved and signed document must be given to the participant. A copy of the request approved by EWB staff and signed and dated by the participant, parent (if necessary) and case manager must be turned into the EWB offices no later than twenty (20) working days after the request has been approved by EWB staff. Requests not submitted within the 20 day time frame will be administratively voided by the EWB staff.

Supportive services cannot exceed the unmet need of the participant as documented on the COTF. The procedure to track supportive services against the unmet need is located in the EWB Supportive Services Policy and Procedure. In the event that the training institution is not Pell Grant eligible and the unmet financial need is equal to the cost of attendance, supportive services may be authorized on a case by case basis. The supportive service must be allowable under the EWB Supportive Services Policy and necessary for participation in occupational skills training.

WIOA permits the establishment of an ITA while a Pell Grant application is pending. In the event that Pell Grant awards were used for educational costs that were previously paid with WIOA funds, EWB will recapture the WIOA funds from the institution. The recapture process will consist of:

1. EWB will request reimbursement, officially notifying the training institution through a certified letter of the duplication of service and requesting reimbursement of the WIOA funds.
2. A schedule will be established for each institution to ensure that reimbursement is made on a timely basis along with any other reporting that is required in addition to the financial reports.
3. Requests for reimbursement of Pell Grant awards will use the actual amounts as posted to the general ledger as the source for all invoice amounts.
4. All financial reports will be prepared and filed on a timely basis. To the extent EWB's year-end audit results in adjustments to amounts previously reported to Federal agencies, revised reports shall be prepared and filed in accordance with the terms of each Federal award.

Requests for reimbursement are prepared, revenue and accounts receivable shall be recorded by EWB's Accounting Office. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the participant for education-related expenses.

The WIOA Program Staff is responsible for reporting the de-obligations of ITA funds to the EWB Accounting Offices. Any funds that are not expended or encumbered when the ITA Agreement period is over must be deobligated. ITAs are required to be de-obligated in real-time. Deobligation may occur at any time during a participant's enrollment when the participant withdraws from training. EWB reserves the right to administratively de-obligate ITA funds once an ITA Agreement is closed as defined by the dates on an EWB approved ITA or ITA modification. Once an ITA is closed and deobligated, it may not be re-opened without EWB Staff approval.

After the ITA is approved, a training voucher must be submitted to access funds obligated by the ITA. Vouchers may be submitted depending on how the institution delivers training but must be submitted in increments to ensure satisfactory attendance and progress throughout the training period. Training vouchers for WIOA Title I Adult, Dislocated Worker, Out of School Youth must be associated with an ITA Agreement procured by EWB



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for customized training. The WIOA Program Staff will ensure the training vouchers do not exceed EWB's ITA approved dollar amount or the allocated time frame for training.

In order to continue access to the ITA, the participant must be making satisfactory progress in their training program. Satisfactory progress is defined as maintaining a passing cumulative grade point average. The training institution must certify that the student is meeting grade point average requirements prior to EWB approval of the next semester's training voucher. This may be done by a letter from the registrar of the institution or through a copy of the student's grades. Participants should be made aware that training vouchers may not be available if participants are enrolled in classes that begin prior to the grade report being issued.

If the participant does not make satisfactory progress because of extenuating circumstances, the WIOA Program Staff may place the participant on Academic Probation instead of restricting WIOA funding for the next semester. Academic Probation allows the participant a second chance to bring the semester grades into acceptable levels.

An acceptable level to obtain financial aid is a 2.0 cumulative grade point average. Case managers are responsible for ensuring the participant understands that WIOA will only pay for coursework one time. Coursework that must be repeated due to late withdrawals or unsatisfactory grades will not be paid a second time.

Required attire such as scrubs, shoes and watches required by medical training programs are not usually offered through the institution of study and must be vouchered through the supportive services process. Participants should be made aware of EWB's Supportive Services Policy before purchasing training materials with their personal funds.

In-School Youth may attend training paid with WIOA funds; however, those participants are not eligible to use the ITA system. The youth must still apply for Pell Grant annually; select training in a demand occupation; and select a provider from the Youth Training Provider List. EWB reviews training providers for the Youth Training Provider list concurrently with the Eligible Training Provider List. WIOA Programs staff will receive the same report from the Accounting Department in order to determine the amount of funds expended on that youth's training program. The maximum that can be spent on an out-of-school youth is the same as with adult training (\$10,000) over the duration of training.

When submitting a request for Training Voucher, the following documentation must be uploaded into OSL:

- a) Proof of the participant's enrollment in the training institution.
 - i) Statement of billing from the institution
 - ii) Estimates from the bookstore for required books and materials.
 - (1) Required books and materials may be determined through a signed bookstore statement or a course syllabus.
 - (2) **Participants should be cautioned that any purchase not reflected on the quote provided to the case manager as supporting documentation for the training voucher will not be paid with WIOA funds.**
- b) Proof the participant is meeting grade point average, behavior and attendance requirements.
 - i) A copy of the previous semester's grades or a copy of the transcript or
 - ii) A letter of good standing from the institution's Registrar's Office.

All Training voucher requests/and or corrections must be resolved within **10 days** of the time of submission to EWB. If the voucher cannot be resolved within this time frame, it will be administratively denied by EWB staff. The training voucher must be EWB approved, signed by the participant and case manager, and returned to the EWB offices to obligate against the ITA. In the event that circumstances prevent the participant to make multiple trips to the One Stop Center, the ITA Agreement and Training Voucher may be processed at the same time. The



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request to do a simultaneous approval must be received by EWB prior to the submission of the Agreement and voucher.

Once approved, the EWB staff will give each training voucher a unique number which is attached to the participant's ITA account. The participant's Oklahoma Service Link Service and Training Plan must be updated with a training service with a corresponding case note. A copy of the approved and signed document must be given to the participant. **It is the responsibility of the WIOA Programs staff to ensure the participant understands (s)he is responsible to provide the training voucher to their training institution. Billing for training received without the obligation of a training voucher will not be paid by EWB.**

The scanned request, approved by EWB staff and signed and dated by the participant, parent (if necessary) and case manager, must be returned to the EWB offices no later than twenty (20) working days after the request has been approved by EWB staff. Requests not submitted within the 20 day time frame will be administratively voided by the EWB staff.

Any item necessary for training that is not offered through the institution of study must be vouchered through the supportive services process and tracked to ensure the amount of supportive services does not exceed the amount of unmet need determined by the training institution.

On rare occasions, it may become necessary to modify the participant's ITA. **Modifications to the ITA may only be approved under proven extenuating circumstances as determined by the EWB staff on behalf of the Eastern Workforce Investment Board.**

PLEASE NOTE:

- Modifications to the ITA may be made during a participant's enrollment in Workforce Oklahoma programs unless there are extenuating circumstances that would necessitate another request.
- Modifications to the ITA **do not** restart the ITA clock of 4 years or the training dollar limits set by the Board.
 - o Case managers are cautioned to consider the duration and cost of a training program when making any requests for amendments to the program or institution of study in the original ITA.
- Each request will be reviewed on a case by case basis and a determination based on the supporting documentation.

The following steps are required for requesting an ITA Modification

1. In order to request a waiver of the time limit, the dollar limit or a change in program of study or an institution, the ITA Modification Request Form must be submitted to the appropriate EWB staff for review. Required documents must be documentation that supports the need for the modification in order to complete training and gain employment in the field of study must be uploaded to OSL.
 - a. Examples of acceptable extenuating circumstances include but are not limited to:
 - i. Unforeseen increases in tuition, education related fees, books, tools, equipment or uniforms and/or
 - ii. Unforeseen increases in the length of time required by the institution to complete the program and/or
 - iii. Personal circumstances that prevents the participant from successfully completing the training program within the training time or training funding limits set by the Board.



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- b. Supporting documentation can include university catalogs, letters from the institution's Registrar or Bursar, letters from the participant's institution-designated academic advisor or other documentation other than participant self-certification.

EWB staff will evaluate the request and respond to the contracted staff with a decision within 2 business days by e-mail. EWB staff may ask for additional documentation prior to approving the new obligation of funds or time limits established by the ITA. Modification requests requiring additional or corrected documentation will not be approved until the requested documentation is submitted.

EWB approved ITA Modifications must be recorded in the program notes section of the Oklahoma Service Link (OSL).



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REQUIRED FORMS



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**COORDINATION OF TRAINING
FUNDS**

SECTION I

TO: FINANCIAL AID OFFICE

ATTENTION: _____
 SCHOOL: _____
 FAX OR E-MAIL ADDRESS: _____
 PARTICIPANT NAME: _____

FROM: _____
 ATTENTION: _____
 FAX OR E-MAIL ADDRESS: _____
 ID NUMBER: _____

I hereby authorize the exchange of information between the WIOA Case Manager and the Financial Aid Office at the above named School regarding the awarding of any financial aid from any source.

 Participant's Signature Date

SECTION II (The following section is to be completed by the financial aid office)

PERIODS COVERED
 Start Date: _____ End Date _____

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Fall _____ | <input type="checkbox"/> Trimester I | <input type="checkbox"/> Full Length of Short Course |
| <input type="checkbox"/> Spring _____ | <input type="checkbox"/> Trimester II | |
| <input type="checkbox"/> Summer _____ | <input type="checkbox"/> Trimester III | |

COST OF ATTENDANCE *

STUDENT'S FINANCIAL AID

Tuition and Fees \$ _____

PELL Grant Eligibility \$ _____

Books, Supplies and Tools \$ _____

_____ Student or Program is not PELL eligible

Uniforms \$ _____

OTHER FINANCIAL RESOURCES EXCLUDING LOANS AND VA BENEFITS

OTHER LIVING EXPENSES **

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

TOTAL COST OF ATTENDANCE \$ _____

TOTAL FINANCIAL AID \$ _____

Total Cost of Attendance \$ _____ minus Student's Financial Aid \$ _____ equals Unmet Financial Need \$ _____

By signing below, the financial aid officer (or those personnel who perform those duties) agrees to inform the local WIOA program operator of the amounts and disposition of financial aid to each participant awarded after the enrollment of the participant, as part of a continuing, regular information sharing process.

 Financial Aid Officer Date

*As defined by the Higher Education Act Sec. 472
 **Other Living Expenses may include transportation, room and board, utilities, dependent care, disability expenses, food, medical care, insurance, etc.

SECTION III (The following section is to be completed by the WIOA Case Manager)

After review of partner agencies, other social service agencies, and other community resources, I have determined that WIOA Funds must be used in the mix of available resources. I certify that WIOA funds will be coordinated with other funds and there will be no duplication of resources.

WIOA Service Provider's Signature _____ Date _____



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INDIVIDUAL TRAINING ACCOUNT PARTICIPATION AGREEMENT

STUDENT NAME: _____	ITA NUMBER: _____
TRAINING PROVIDER: _____	ID No: _____
TRAINING PROGRAM: _____	
DURATION OF TRAINING PROGRAM: _____ TO _____	
Eastern Workforce Investment Board agrees to sponsor the student in the program listed on this Individual Training Account for the time period not to exceed the total ITA amount listed below. This Agreement authorizes the use of Training Vouchers to pay for training related expenses including but not limited to tuition, fees, books, tools, equipment and uniforms necessary for completing the above training program not to exceed the amount noted on this account.	
DEMAND OCCUPATION: _____	TOTAL ITA AMOUNT: _____

Acknowledgement and Agreement

1. The amount of my Individual Training Account has been determined and awarded based on individual factors including cost of attendance, coordination of other funding sources, and needs identified in my Individual Employment Plan or Individual Service Strategy. This Individual Training Account may be used to assist with tuition and fees as well as books, uniforms, tools, equipment, or supplies required for training/degree program.
2. This Agreement is limited to the amount and the scheduled start and end dates stated above. Continued sponsorship is dependent upon continued availability of funds from the Department of Labor and compliance with my Individual Employment Plan or Individual Service Strategy as jointly developed with my case manager.
3. By signing this document, I understand I am responsible for providing information regarding my tuition, fees, books and other associated training costs to my case manager at **least two weeks** prior to the start of each semester to be considered for funding. I am also responsible for budgeting and tracking my ITA expenditures to insure the funds available to me are not depleted prior to completing training. I will coordinate with my case manager and verify my ITA balance as necessary.
4. I agree to submit my grades or transcript to my case manager as soon as they are available in order to receive funding for the next semester. I must meet or exceed attendance and academic requirements of the school or training provider as well as meet all WIOA program requirements in order to receive continued funding.
5. I understand that should I choose not to coordinate each semester's registration with my WIOA case manager before classes begin, I may not be funded for the semester. I will discuss any adds or drops or withdrawals with my case manager before I submit the paperwork to my training institution. **I understand that Eastern Workforce Board will not pay for any repeated course work.**
6. I agree to monthly contact with my case manager to discuss my training progress and any other issues, whether academic, personal or financial, that may affect the successful completion of my training. I will immediately inform my case manager of changes in name, address, phone number or back-up contact information.
7. I have applied for Federal Student Financial Aid, provided a copy of the completed form to my case manager, and will continue to apply for financial aid for the duration of my program of study. My case manager has explained that all other funding sources must be applied to my training account before WIOA funds can be used to pay for the balance. My case manager has also explained that I do not need to acquire student loans or incur any debt in order to participate in Workforce Oklahoma programs. My case manager has coordinated with my training institution's financial aid office so I will continue to receive financial aid counseling including student loan counseling for the duration of my training.
8. Upon completion of training, I agree to provide my case manager with information concerning my employment and copies of any diplomas, credentials or licenses earned.

I have read this document and hereby understand and agree to comply with the terms herein described. I am receiving a copy of the agreement for my records.

Participant Signature _____
Date

I have established this ITA and reviewed the terms of this agreement with the participant.

Case Manager Signature _____
Date

NOT VALID WITHOUT DIGITAL SIGNATURE OF AUTHORIZED EWB OFFICIAL

EASTERN WORKFORCE INVESTMENT BOARD

ATTN: Accounting Department
215 State St., Suite 400 □□ P.O. Box 2698 □□ Muskogee, OK
74401
Phone: 918 683-8553 □□□ Fax: 918 682-3258

INDIVIDUAL TRAINING VOUCHER

VOUCHER NUMBER: _____

ITA NUMBER: _____

ITA MODIFICATION NUMBER: _____

TRAINING PROVIDER: _____

CONTACT PERSON: _____ ADDRESS: _____

STUDENT NAME: _____ ID NUMBER: _____

TRAINING PROGRAM: _____ PROGRAM OF FUNDING: _____

SEMESTER START DATE: _____ SEMESTER END DATE: _____

STARTING ITA		ITA COSTS TO		ITA BALANCE TO	
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COURSE	COURSE TITLE	HOURS

*Eastern Workforce Investment Board agrees to sponsor the named student in the course(s) or program listed above and pay the training costs listed (based on off-the-shelf catalog prices) for the items below. **Refunds or returns for Non-Completion of training will be made to Eastern Workforce Investment Board.** For prompt payment, all purchased Items must be accompanied by an itemized receipt, signed and dated by the participant.*

AUTHORIZED TRAINING COSTS					
TUITION AND		BOOK		UNIFORM	
	TOOLS/EQUIPMENT			OTHE	
				TOTAL	

As a recipient of WIOA program assistance with tuition, fees, books or required supplies, I hereby authorize the training institution listed above to release information concerning my attendance, grades and schedules to Workforce Oklahoma.

_____ Customer Signature

_____ Date

_____ Parent or Guardian Signature (If Customer is under 18 years of age)

_____ Date

I have explained the terms of this acknowledgment form with the above customer (and parent or guardian, if necessary).

_____ Case Manager Signature

_____ Date

NOT VALID WITHOUT DIGITAL SIGNATURE OF AUTHORIZED EWB OFFICIAL

ITA MODIFICATION REQUEST FORM

ITA NUMBER: _____ MODIFICATION NUMBER: _____

Student Name: _____ OSL ID: _____

Existing Training Provider: _____

Training Program: _____

Original Training Period: _____ to _____

Approved Individual Training Account Amount: _____

Amount of Individual Training Account Expended: _____

Revised Training Provider: _____

Revised Training Program: _____

Revised Training Period: _____ to _____

New Requested Individual Training Account Amount: _____

Justification for Modification Request

As a recipient of WIOA program assistance with training costs, I hereby authorize the training institution listed above to release information concerning my attendance, grades and schedules to Workforce Oklahoma. I have read the above modification to my Individual Training Account and agree to the terms of the modification.

Customer Signature Date

I have reviewed the terms of this ITA Modification with the customer.

Case Manager Signature Date

NOT VALID WITHOUT DIGITAL SIGNATURE OF AUTHORIZED EWB OFFICIAL



EWB POLICY APPROVAL REGISTER

Each required policy of the Workforce Innovation and Opportunity Act (WIOA) and the Eastern Workforce Board (EWB) shall be submitted to the Policy Committee for review and comment who will then present policy(s) to the Executive Committee for its recommendation for approval. The Executive Committee recommendation for approval will be presented at the next scheduled board meeting.

Title Of Policy	ITA AND TRAINING VOUCHERS		
Current Eff. Date	WIA		
Revision Purpose	Updated to meet state requirements and TABE use		
Revision Number & Date	2017		
Author	JH		
APPROVED	Executive Committee	DATE;	4/10/2017
APPROVED	EWB Board	DATE:	5/20/2017

Revision #1: 11-2019

(April 12, 2019 to Change term “Contract” to “Agreement” as per State Instruction and to delete Workkeys language.)

Executive Director: Jerri Stoutermire, EdD. _____
Signature:

Board Chairman: Earnie Gilder _____
Signature:



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