

State of Alaska

Department of Labor and Workforce Development

Division(s): Employment and Training Services (DETS)	Policy: 07-566
Subject: Individual Training Accounts (ITAs) for Adult and Dislocated Worker Programs	Pages: 4
Reference: Workforce Innovation and Opportunity Act (WIOA) ; 20 CFR 680.300 ; 680.310 ; 680.320 ; 680.330 ; Training and Employment Guidance Letter (TEGL) 19-16, Section 7 ; TEGL 08-19, Attachment I ; 08-19, Change 1 ; WIOA Self-Sufficiency Policy 07-514.3	Effective: 10/10/2025
Approved:  Paloma Harbour, Director, DETS	Revised: <u>10/10/2025</u> Date

Purpose: This policy provides guidance for the preparation, issuance, and management of Workforce Innovation and Opportunity Act (WIOA), Title I Adult and Dislocated Worker program Individual Training Accounts (ITAs) used to purchase training services through qualifying WIOA providers.

Background: Funding of WIOA Title I training services for Adults and Dislocated Worker program participants are provided through ITAs. Individuals are expected to use information that is provided (such as skills assessment, labor market conditions/trends, and training vendor performance) to take an active role in managing their employment future through ITAs. Through this active role, individuals make informed choices about their employment future and the training services needed. Per 20 CFR 680.300 and Section 7 of TEGL 19-16, an ITA is triggered through an intentional process between a WIOA Title I participant and the participant's WIOA Title I case manager. That process, which leads to the selection of a training provider eligible to receive WIOA Title I funds via an ITA, is a condition of establishing the ITA itself.

Policy: DETS staff shall adhere to the following specifications, conditions, and documentation required for the issuance or denial of ITAs. Case managers may approve ITAs for eligible Adult and Dislocated Worker program participants. The program participant shall select an appropriate training program from the Eligible Training Provider List (ETPL) in consultation with the case manager as a part of their Individual Employment Plan (IEP). The training should lead to self-sufficiency through long-term employment in an in-demand occupation. Training fund limits are determined annually by the DETS Director and published in a [Workforce Advisory](#). These limits may not be exceeded without authorization from the DETS Director.

Staff shall not issue ITA's retroactively. Training funds will not be provided for training that the participant has completed. For participants enrolled in training at the time of program application, where it has been determined that funds are not yet due, funding may be allowable if program eligibility is determined and an IEP is signed prior to the funding due date.

Case managers shall not provide WIOA Title I funds for any activities other than those directly related to training for eligible individuals including, but not limited to employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, and investment in contract bidding resource centers. No funds shall be used for foreign travel.

ITAs must meet the following conditions:

- A. The case manager must consult with the participant regarding training needs and interests. This consultation shall include an assessment of the participant's interests, aptitudes, skills, and needs. Only training for in-demand occupations likely to result in employment, locally or where the trainee intends to relocate, at a wage rate that meets self-sufficiency standards for the trainee shall be approved by the case manager. The occupational goal must be consistent with the training selected and may not include prerequisite training necessary for acceptance into a training program or training for advanced degrees (above the bachelor's degree level). IEPs may not exceed 104 training weeks without authorization from the DETS Director or Deputy Director. Case managers shall approve only training that the participant commits to completing; participants shall certify their commitment through a signature, in a manner adopted by the division.
- B. Consideration shall be given to the availability grants, including PELL, 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 or insufficient grant assistance from other sources. The use of WIOA funds to pay down a loan of an otherwise eligible participant is prohibited; however, the mere existence of loans must not impact eligibility determinations.
- C. The participant must agree to provide attendance information, grades, and/or progress reports while enrolled in WIOA-approved training activities or agree to allow the training provider to release such information to the case manager. Upon completion of training, the participant must agree to provide documentation of credentials. When hired, the participant must agree to provide their case manager with the name of their employer and their employment details. Participants must indicate a willingness to engage in follow-up activities for a period of four calendar quarters after program exit.
- D. Although ITA funds must be directly linked to an in-demand industry sector or occupation in the local area or an area which the individual intends to relocate, U.S. Department of Labor guidance states that registered apprenticeship programs are considered in-demand occupations. Even if the labor market information may not list the occupation for which the individual is apprenticed as "in-demand", registered apprenticeship programs are tied to specific employers and only enroll individuals when there is employer demand, which makes it possible to carry out the on-the-job aspect of the instruction.

- E. Case managers shall provide participants with all reasonable choices when selecting an appropriate training program and training provider, including out-of-state providers. Case managers may not refuse an ITA solely because a training program is outside the local area. All programs must be on the WIOA ETPL in their state. Out-of-state training programs must demonstrate superior cost-benefits, timelier availability, or be unavailable in Alaska. All out-of-state training is subject to approval by the DETS Director or Deputy Director.

Case managers must document compliance with these ITA conditions. At a minimum, case managers shall use case notes and the IEP to demonstrate the following.

- A. Consultation with the participant regarding training needs, including an assessment of the participant's interests, aptitudes, and skills; determination of the likelihood of participant obtaining employment (based on skills shortages) in the local area or area of relocation at a self-sufficient wage rate; determination of the likelihood of participant successfully completing the training; and the participant's written certification to attend classes and complete the training program.
- B. Coordination with the participant, training provider, and partner agencies on non-WIOA funds in developing the training plan; where applicable, the case manager must document the award or denial of grants or other resources. Case managers shall specify with whom coordination occurred and when it took place.
- C. Provision of information regarding student attendance, grade or progress reports by the participant or by the training provider; evidence of training completion through certificate, degree, licensure, or other documents; employer and wage information; and follow-up activities.
- D. Rationale for funding, including:
 - 1. The amount of the ITA.
 - 2. If applicable, a waiver for selection of a training program that exceeds funding limits approved by the DETS Director.
 - 3. If applicable, a waiver for exceeding 104 weeks approved by the DETS Director or Deputy Director.
 - 4. If applicable, evidence of the availability of other funds to cover costs.

Denial of an ITA may occur under the following scenarios. Case managers must document support for the scenario that resulted in the denial in the case file. An ITA denial requires the DETS Director's review and approval.

- A. The ITA cost exceeds the amounts defined in the Individualized Funding Limits Workforce Advisory and a waiver has not been approved by the DETS Director. Case managers must document supporting this level of assistance in the case file.
- B. The participant is unlikely to succeed in training based on an objective, comprehensive assessment of their suitability.
- C. The training is unlikely to result in stable employment at a self-sufficient income level.
- D. The participant refuses to comply with reasonable requirements and conditions regarding enrollment, payments, and information sharing.