



Serving as the workforce development board for the Lower Shore of Maryland

POLICY: INDIVIDUAL TRAINING ACCOUNTS

Purpose

To outline the policy for the use of Individual Training Accounts for Adult and Dislocated Worker training services.

Policy

The primary method by which Adult and Dislocated Workers enter occupational skills training programs is through an Individual Training Account (ITA), which is used to arrange payment for the training services. ITAs must be directly related to the individual goals established between the participant and the case manager.

Training Availability

ITAs will be funded only for training programs which appear on the Eligible Training Provider List (ETPL). This list is maintained by the Department of Labor Licensing and Regulation and can be found online.

Limitations

The maximum dollar amount of training funded through an ITA is \$8,900.

The maximum time period for an ITA cannot exceed the period of the selected training program. In particular, credit students must attend full time and follow the course catalog for their program of study. Satisfactory academic progress as defined by the training institution is required for continued funding.

Items not eligible for funding include:

- Individual classes that are not required for completion of the program;
- The cost of repeating a failed class without prior written approval;
- Classes taken “out of order” without prior written approval.

Customer Choice

Individuals may select any provider approved on the Eligible Training Provider List (ETPL). In order to maximize the benefit to the individual and to control costs, any requests for funding a program of study outside of the lower shore geographical area must be made in writing and be approved by the director or designee. Costs of attending a school outside of the geographic area (ie mileage, lodging, meals, etc) will not be covered.

“Providing workforce policy, planning and oversight for the Lower Shore of Maryland”



Serving as the workforce development board for the Lower Shore of Maryland

Online Courses

WIOA allows online and “blended” (combination in-person and online instruction) courses to be considered for addition to the ETPL. These courses can be approved for individuals in the same manner as classroom-only courses listed: interview, assessment, and development of an Individual Employment Plan will determine the suitability of the course for the individual.

Policy Approval Date: March 14, 2018

Policy Status: Active

“Providing workforce policy, planning and oversight for the Lower Shore of Maryland”

One-Stop Job Market/American Job Center ■ 31901 Tri-County Way ■ Salisbury, MD 21804
Phone: (410) 341-3835 ■ Fax: (410) 341-3735
www.lswa.org