

MISSISSIPPI
State Policy Number 6, Revision 1
INDIVIDUAL TRAINING ACCOUNT POLICY
Workforce Investment Act
Mississippi Department of Employment Security

I. SCOPE AND PURPOSE

The Workforce Investment Act (WIA) sect. 134(d)(4)(G) authorizes the use of Individual Training Accounts (ITAs). ITAs are to be used by customers, after consultation with a case manager, to purchase approved training programs, delivered through "eligible training providers." Approved programs are maintained on a statewide listing of training providers known as the "Statewide Eligible Training Provider List." This policy establishes the minimum requirements Local Workforce Investment Boards (LWIBs) must follow to develop a local area ITA policy. From time to time, the Mississippi Department of Employment Security (MDES) or the local areas may request and be granted waivers applicable to ITAs. Those waivers may override this policy.

II. REQUIREMENTS

An ITA is an account established on behalf of an eligible WIA participant. ITAs are funded with adult and dislocated worker funds as authorized under Title I of WIA. ITAs are to be used to purchase training services for skills in demand occupations from training providers on the statewide eligible training provider list.

- A. The LWIB must establish written procedures that address conditions for the receipt of ITAs. At a minimum these conditions must include:
1. Training services may be made available to employed and unemployed adults who have met the eligibility requirements for core and intensive services, have received at least one intensive service, and have been determined to be unable to obtain or retain employment providing a self-sufficient wage through such services. Intensive services are listed in WIA section 134(d)(3)(C). The list in the Act is not all-inclusive. Other intensive services, such as out-of-area job search assistance, literacy activities related to basic workforce readiness, relocation assistance, internships, and work experience may be provided based on an assessment or individual employment plan.
 2. The One-Stop operator or One-Stop partner, as appropriate, must determine and document in the individual employment plan that the individual is in need of training services and has the skills and qualifications to successfully complete the selected training program.
 3. The participant seeking training must agree to apply for Pell Grant or other available financial assistance aid.
 4. The participant seeking training services must certify commitment to attend classes and complete the training.

5. The participant seeking training must select a training provider from the state list of eligible training providers for training in a demand occupation with employment opportunities in the local workforce investment area or be willing to relocate.
6. The participant seeking training must agree to provide attendance information, grades and/or progress reports while enrolled in WIA-approved training activities or agree to allow the training provider to release such information to the One-Stop operator.
7. Upon completion of training the participant must agree to provide or authorize the provision of documentation of completion of training and, when hired, provide name of employer and wage/salary information to the One-Stop operator.
8. The participant must agree to participate in follow-up activities to determine employment retention and wages at designated intervals.

B. Limitations on ITAs

An ITA may pay for a narrow or broad range of services, but not for intensive services prior to the determination of need for training and selection of a training program. Tuition and fees can be funded by ITAs. LWIBs may also permit the use of ITAs for equipment, tools, books, or other costs that increase the probability of successful completion of training.

The LWIB may establish limitations on ITAs. They may not be limited in a manner that undermines the Act's requirement that training services are provided in a manner that maximizes customer choice in the selection of an eligible training provider. Limitations to ITAs may be established in different ways.

1. Based on needs identified in the individual employment plan, the LWIB may impose limits on ITAs, such as limitations on the dollar amount and/or duration.
2. There may be a policy decision by the LWIB to establish a range or amounts and/or a maximum amount applicable to all ITAs.

C. Internal Procedures for ITAs

Payments from ITAs may be made in a variety of ways, including electronic transfer, vouchers, or other appropriate methods. Payments may also be made incrementally through payment of a portion of the costs at different points in the training course. The LWIB must establish internal procedures for the issuance of ITAs that include an approval process for ITAs, application process, description

