

Individual Training Account (ITA) Policy

The Local Board, in consultation with the Chief Elected Officials, and following guidance from the Pennsylvania Department of Labor and Industry, has developed an Individual Training Account (ITA) policy for the local area. The Individual Training Account will be the method through which eligible customers receive training services. Individual Training Accounts will be redeemable at any approved agency included on the Eligible Provider List, thus increasing customer choice in workforce training issues. ITAs will be tied to the High Priority Occupations approved for the local area.

Applicants will receive Individualized Career Services. Adults, dislocated adults, out-of-school youth eligible for the ITA will select appropriate training programs from the Eligible Training Provider List based on occupational demand, performance reports, and personal interests and aptitudes. Customers using ITA's will be required to apply for alternate financial aid resources (PELL, PHEAA, etc.) The cost of the jobseeker's ITA will include all training and support costs necessary to complete the training. These costs will be paid out of all available sources. Policies for ITAs for youth and out-of-school are the same as the policies for adult, dislocated workers.

The Individual Training Accounts (ITA) system functions as follows:

- Eligible adults, dislocated workers, and youth receive basic information on the eligible services/programs available and occupational opportunities in the local labor market.
- Participants receive an assessment and skills evaluation.
- CareerLink® staff review assessment results with client and mutually develop an Individual Service Strategy with an identified career goal.
- Participants choose an appropriate training program matching career goal identified on ISS.
- Participants receive an ITA with a maximum amount of up to \$8,000 to support ETPL programs.
- Participants are also provided with PELL and PHEAA grant information and applications to assist with tuition expenses.

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