



**Buffalo and Erie County
Workforce Investment Board, Inc.**

LOCAL POLICY BULLETIN

BECWIB BULLETIN # 4-18 DATE: January 10, 2018

TO: Lavon Stephens, Administrative Director, WDC, Inc.
FROM: Heather Gresham, Executive Director, WIB, Inc.
SUBJECT: **Youth Individual Training Account (ITA) Policy**

EFFECTIVE DATE: July 1, 2018

Individual Training Accounts (ITA) are funds an individual can use to cover tuition costs of training services and training related expenses directly linked to a demand occupation under the Workforce Innovation and Opportunity Act (WIOA). A Demand Occupation is any occupation listed on the Buffalo and Erie County Workforce Investment Board's (BECWIB) List of Demand Occupations at the time of the ITA application. Training supported by an ITA must lead to employment of 30 hours or more per week. Training services must be from an eligible provider selected in consultation with a case manager, counselor or coordinator.

A. Each participant must:

1. Be at least 16 years old and no older than 24 at the time of enrollment;
2. Reside in Erie County;
3. Meet WIOA Out-of-School Youth eligibility criteria;
4. Must have a high school diploma or recognized equivalent
5. Be registered or applying for training in one of the occupations on the Buffalo and Erie County Demand Occupation List;
6. Follow applicable BECWIB ITA policy and procedure details (excluding training related expenses and supportive services) not specified in this Youth ITA Policy (i.e., defaulted loans, denial of training services, eligible training programs/courses, customer responsibilities, etc.)

B. Under WIOA Out-of-School Youth Eligibility criteria, an individual must be:

1. Not attending any school (as defined under State law)
2. Not younger than age 16 or older than age 24; and
3. One or more of the following:
 - a. A school dropout

- b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
- c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is –
 - i. basic skills deficient; or
 - ii. an English language learner.
- d. An individual subject to the juvenile justice or adult justice system
- e. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement.
- f. An individual who is pregnant or parenting.
- g. A youth who is an individual with a disability.
- h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

C. Youth determined eligible for WIOA funded services must select a provider from the state approved Eligible Provider List (EPL) after consultation with a WIOA Youth Provider.

D. Funding may be awarded up to \$3,000 to cover tuition under an ITA, which includes any previous ITA funding.

E. Funding is contingent upon the availability of funds, the documented financial needs of the participant, an Individual Service Strategy (ISS) that indicates the participant assessments, employment goals, appropriate achievement objectives and appropriate combination of services and the successful academic progress of the participant.

F. Any of the 14 required youth components needed by the individual must be provided by the youth provider or other community services and documented appropriately. In the case of BECWIB contracting for out-of-school youth services, the contracted youth provider will be responsible for all training related expenses (i.e., books, uniforms, tools, etc.) and supportive service expenses (i.e., child care, transportation, etc.) associated with the ITA. Contracted youth providers will be required to have training related expenses and supportive services policies specific to ITA services.

G. The participant's ISS should be utilized to document mandated training service requirements such as:

1. Occupational Goal
2. Labor Market Outlook
3. Summary of Existing Skills
4. Summary of skill gaps related to occupational goal and supportive service needs
5. Justification for the training program desired
6. Action plan including, but not limited to, referrals to training, supportive services awards, start and planned end date of training.