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Monmouth County Policy Individual Training Account (ITA), including Out of School Youth Policy

Purpose: This policy is intended to provide guidance for Individual Training Accounts (ITA) for participants enrolled in Workforce Innovation and Opportunity Act (WIOA) programs, including Out of School youth aged 16 to 24.

Background: WIOA Title 1 funded training services for WIOA eligible participants are provided through ITAs. Using ITA funds, WIOA Title 1 eligible participants obtain training services from eligible training providers they select in consultation with an Employment Counselor. Participants are expected to utilize information such as skills assessment, labor market trends, and training provider performance and to take an active role in managing their employment future through the use of ITAs.

Policy: Residents of Monmouth County interested in an ITA must attend a Career Assessment Orientation, complete Initial intake documents and meet with an Employment Counselor to discuss programs and individuals' needs and goals. ITA funding is reserved for eligible Monmouth County residents who:

- Complete an NJ Can Assessment.
- Complete an Individual Service Strategy (ISS) with an Employment Counselor
- Are unable to obtain grant assistance from other sources to pay the cost of training or require assistance beyond available grant resources from other sources.
- Select training providers that are included on the Eligible Training Provider List (ETPL) and have a valid contract with the Monmouth County Division of Workforce Development Office and have an In - demand program available.
- Maintain satisfactory progress throughout the training program.

Documentation of these requirements, along with supporting documents, must be documented in the participants AOSOS record. All Monmouth County policies should be considered as part of the overall ITA process.

Coordination of WIOA Training Funds and Other Federal Assistance: Monmouth County must consider the availability of other sources of grants, excluding loans, to pay for training cost so that WIOA funds are used to supplement but not supplant other sources. Additional grant assistance may be available through sources such as but not limited to: Temporary Assistance for Needy Families (TANF) Workfirst New Jersey, Title IV program, such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants or Federal Work – Study; and state funded grants.

As stated in WIOA final rules, page 56121 and TECL 19-16, Department of Veterans Affairs benefits for education and training services are not included in the category of “other resources of training grants” listed in 20 CFR sec. 680.230(b). Therefore, veterans and spouses are not required to first use any available benefit entitlements associated with their military service before being considered eligible for WIOA-funded training and Training Service Providers are not required to consider the availability of those funds.

Training Service Providers must consider and document in the participant file the availability of other sources of grants, excluding loans, to pay for training cost so that WIOA funds are used to supplement but not supplant other sources. The use of WIOA funds to make payments towards a personal loan of an otherwise eligible participants is prohibited. However, the existence of a federal loan, regardless of status, must not impact ITA eligibility determinations.

ITA Authorization:

ITA’s must be approved by WIOA training provider authorized representative prior to issuance. ITA authorization must be documented in the participant record.

ITA’s are authorized only for training programs listed on the Eligible Training Provider List (ETPL), as required in WIOA Section 134 (C)(F)(iii). ITA funds are paid directly to the training provider using a voucher system based on benchmarks established in the contract. The benchmarks are as follows:

Benchmark	Description	Payment Schedule
1	10 Days	10%
2	30% of total classroom training hours	25%
3	60% of total classroom training hours	25%
4	Completion of course	10%
5	Obtainment of Industry Recognized Credential	20%
6	Employment Placement	10%

ITA funding may be authorized for Online training if the training program is listed on the ETPL.

ITA Funding Limit: The ITA funding limit for Monmouth County is:

Funding category	Tuition	Books, Fees and other
Adult (including youth)	\$4000	\$1000
DLW	\$4000	\$1000
WFNJ	\$8000	\$1000

The maximum ITA limit is not an entitlement. The amount and duration of each participants ITA award is determined on a case-by-case basis. Funding amounts will take into account the total cost of the selected training program, any other financial assistance available to the participant and available WIOA funding. Participants may choose programs that cost more than the maximum authorized limit.

ITA Modifications: An ITA may be modified to ensure that the participant attains their educational goals and subsequent employment. A customer status change form must be filled out when there is a change to the ITA. Any changes should be noted on the Status change form. Status change forms should be sent to the Employment counselor so that change can be noted in the AOSOS system.

