

Region VI Workforce Investment Board 107-109 Adams Street Suite 140 Fairmont, WV 26554	ITA Policy Clarification Date September 16, 2002
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Region VI Guidance Letter No. A/D-05

To: All Job Service Managers
All Work4WV Centers
All ACMC Staff
All Local Training Providers

From: Region VI Workforce Investment Board, Inc.

Subject: Clarification of Region VI ITA Policy

1. PURPOSE: To clarify the Region VI ITA Policy in regards to WIA participants wishing to change programs. (Number 6 of the Policy)
2. REFERENCE: Region VI Individual Training Account (ITA) Policy – (Revised 7/26/2002) Sections 101, 122, 134, 181, 195 of the Workforce Investment Act and 20 CFR Part 663 Subpart C-E, and Sections 667.268-667.275.
3. BACKGROUND: The Region VI Individual Training Account Policy was originally issued on December 7, 2000 for the purpose of outlining the process for the Individual Training Account (ITA), a system established under the Workforce Investment Act of 1998 (WIA). WIA identifies the Individual Training Account as the primary means of providing training to individuals. This ITA system should be designed to provide customer choice within guidelines established by the local Workforce Investment Board.

POLICY: Number 6 of the Region VI Individual Training Account (ITA) Policy reads “Individuals changing programs will not be eligible for WIA funding nor will the costs of repeated course(s), lost books, etc. be borne by WIA, unless extraordinary circumstances are involved and a reassessment is conducted by the Work4WV System recommending the change and documenting the reason for the change”.

ACTION: Clarification of item number 6 of the Region VI ITA Policy was sought during the September 12th, 2002 Region VI Application Review Committee Meeting.

It was agreed, that in the event a program change is requested by the school (due to extraordinary circumstances), a reassessment and discussion with the case manager is required. If both the case manager and school are in agreement in allowing the change, the change can be granted by the case manager provided that the cost of the program stays at or below the original approved ITA amount. Documentation of the change will need to be placed in the participants file and notification sent

to the WIB office. This will also require changes to the MIS system and a new ITA voucher. **

If the request for transfer is denied, the school may appeal the decision to the exceptions committee. The request for change, along with the case manager's decision should be mailed to the Exceptions Committee, 107-109 Adams Street, Suite 140, Fairmont, WV 26554.

Extraordinary circumstances should not include someone who simply does not like the program that they are in and would like to change. Extraordinary circumstances may include someone who has attended class faithfully, who has made an effort to attain their original goal, but for some reason does not have the ability to complete said program successfully and wishes to move back to a lesser program in order to complete successfully and not become a negative.

**** If a change in program occurs, the APMC will complete/separate the participant from the original program as a voluntary separation/re-enrolled by same subsponsor and add a comment to the comment screen indicating that the individual has transferred into another program. A second enrollment into the new program will be entered and a new ITA prepared.**

If a change in program occurs due to the original school closing, the APMC will complete/separate the participant from the original program as an involuntary separation/re-enrolled different subsponsor and add a comment to the comment screen indicating the reason for the change. A second enrollment into the new program will be entered and a new ITA prepared.

As advised by the Governor's Workforce Investment Division, the subsponsor will be required to show the non-completion of the original program on their subsequent eligibility application.

A copy of this policy can be obtained from The Region VI Workforce Investment Board.

EXPIRATION
DATE:

Effective until rescinded or modified by the Region VI Workforce Investment Board.