



INDIVIDUAL TRAINING AWARD POLICY – Amended: 10-25-18

The Individual Training Account (ITA) Policy governs monetary limitations for ITAs. The intention of the policy is to efficiently and rationally address the needs of demand occupations and encourage the development of a skills-ready workforce for local employers by promoting the acquisition of employable and transferable skills.

An employable skill is a skill, skillset, or specific license or certification, held by an individual that is actively sought by various local industries and is highly marketable.

Subsidy for training is not an entitlement. One Stop Career Center staff must have determined appropriate for training services (see Eligibility for Training Services Policy).

Eligibility and suitability of all active One Stop Customers must be determined in addition to:

- Selective service registration for all males born after 1960
- Hourly wage (or its equivalent) if currently employed (must be less than \$25/hr)
- Employability in the desired occupation

Training may last longer than 1 year, but may not exceed 2 years and may utilize funds under this policy provided that the total cost to WIOA funds does not exceed the maximum set for ITAs. Training funds will not support a bachelorette degree program or graduate program in entirety. However if an individual has two semesters or less to complete a Bachelor or Graduate level degree and the degree is in a demand occupation then approval may be granted. Doctoral degrees are not eligible for funding under this program.

Training will be provided for:

- Demand Occupations: as identified on the demand occupation list established by the Dutchess County Workforce Development Board or any Development Board in the Hudson Valley Region.
- Skills Gap Training: a course or series of courses offering remediation work readiness skills (i.e. soft skills, math, pc skills etc).
- Skills Development Training: a course or series of courses that encourage career ladder growth and supports continued marketability.

Priority consideration shall be given to programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the Hudson Valley (WIOA section 134(c)(3)(F)(v)).



Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

Pre-requisites for Training

1. Applicants must have an Individual Employment Plan (IEP) which identifies specific employment goals including job titles, training coursework which correlates to appropriate experience and employment history such that training will likely lead to employment in the identified field.
2. Applicants must not have been issued an ITA within the past 36 months and failed to enroll or complete the coursework associated with said ITA.

Training Limits

Those individuals approved for training will be eligible for \$5,000 in subsidies. Only those enrolled in programs offered by institutes of higher learning or the BOCES system are eligible ITAs which exceed 1 year. Individuals are not eligible for multiple ITAs during the same funding cycle and are only eligible for subsequent ITAs when the:

- Previous ITA was successfully completed
- Requested training is skills development training for the same line of work as the Previous ITA and will increase a customer’s ability to earn a self-sufficient wage.

ITAs may exceed the \$5,000 cap to a maximum of \$6,000 in subsidies on a case by case basis if the following conditions are met:

- The additional funding is to be used for employment required credential re-testing AND
- Prior written approval has been requested and received from the DCWIB Executive Director.

Veteran’s Priority Provisions

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements.