

PROCEDURE OF EMPLOYINDY & WORKONE INDY

Procedure Name	WIOA Occupational Training Individual Training Accounts
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REV	Description of Change	Approval Date	Effective Date	Review Date
	Initial Release	10/19/2018	10/22/2018	10/22/2019

SOURCE AND BASE DOCUMENTS	
Document Number	Document Title
1	EmployIndy WIOA Individual Training Accounts Policy
2	DWD Policy 2017-09, Guidance Related to WIOA Individual Training Account Funding , dated December 7, 2017

1. Purpose

The purpose of this document is to establish procedures for Workforce Innovation and Opportunity Act (WIOA) funded training with Individual Training Accounts (ITAs).

2. Scope

This procedure provides guidance to EmployIndy and WIOA Title I Service Providers concerning WIOA funded training ITAs to eligible adult, dislocated worker, and out of school youth.

3. Responsibilities

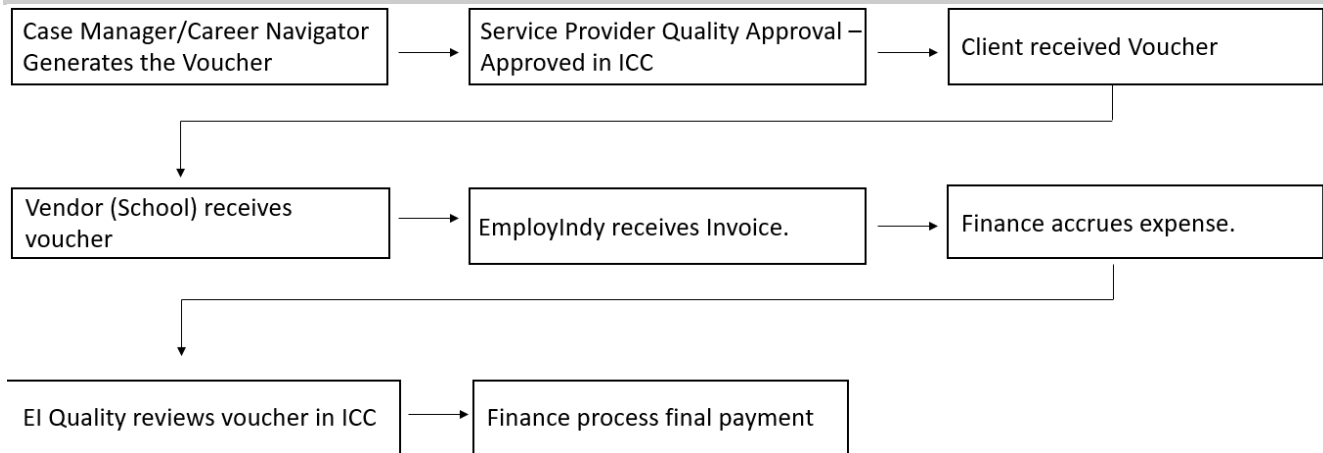
EmployIndy Career Services and Out of School Youth Departments are responsible for providing guidance and periodic review of this procedure.

EmployIndy Finance and Administration Department is responsible for payment of ITA vouchers submitted to EmployIndy by training vendors.

EmployIndy Quality and Analytics Department is responsible for monitoring WIOA Title I Providers for compliance with this procedure as well as maintaining accurate account balances in Indiana Career Connect (ICC) (i.e. responding to requests from EmployIndy Finance to input allocations and requests from WIOA Title I Service Providers to reconcile balances if/when vouchers are distributed but funds are not utilized).

WIOA Title I Service Providers are responsible for implementing this procedure by assigning staff to carry out the daily activities necessary to fulfill the requirements of this procedure.

4. Flowchart



5. Standard Operating Procedure

WIOA Title I Service Provider designated staff will:

1. Make training ITAs available to adult, dislocated worker, and out of school youth when it is determined that such training is appropriate for eligible participants and as funding is available.
2. Determine eligibility for Training services and document as follows:
 - a. Determine if the individual meets WIOA eligibility requirements as outlined in the *EmployIndy WIOA Participant Eligibility Policy*, and **complete WIOA application including all related documentation in Indiana Career Connect (ICC)**
 - b. Ensure participant meets all criteria outlined in the *EmployIndy Client Assessment Policy* specific to training services and **document results of assessment in ICC**
 - c. **Document the following in ICC case note with the subject title “OST”** (Occupational Skills Training):
 - i. Justification for determining that the participant is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency (Attachment A) or wages comparable to or higher than wages from previous employment, through career services alone (**Document participant specific barriers relevant to employment, recent attempts to obtain employment at or above economic self-sufficiency or wages comparable to or higher than previous employment**)
 - ii. Justification for determining that the participant is in need of training services in order to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment (**Document how obtaining the selected training is likely to lead to employment at or above self-sufficiency or wages comparable to or higher than previous employment**)
 - iii. Justification for determining that the participant has the skills and qualifications to successfully participate in and complete the selected training

- program. **(Document what skills and qualifications the participant has to successfully participate in and complete the selected training program)**
- iv. Justification for determining that the selected training program is directly linked to employment opportunities in the local area. **(Document how it was determined that the training program is directly linked to employment opportunities in the local area through use of INDemand Jobs search results, <https://www.indianacareerready.com/indemandjobs>)**
 - v. Satisfy the EmployIndy Background Check Policy prior to enrollment into the selected training services program **(Document the results of the background check)**
 - vi. **To ensure the above Training eligibility requirements are met, the OST case note must describe:**
 1. **participant specific barriers relevant to employment**
 2. **recent attempts to obtain employment at or above economic self-sufficiency or wages comparable to or higher than previous employment**
 3. **how obtaining the selected training is likely to lead to employment at or above self-sufficiency or wages comparable to or higher than previous employment**
 4. **what skills and qualifications the participant has to successfully participate in and complete the selected training program; and**
 5. **how it was determined that the training program is directly linked to employment opportunities in the local area**
 6. **results of background check**
3. Select Training Provider with participant
 - a. Review the Eligible Training Provider List (ETPL) with the participant. The ETPL can be found on the INTraining website at <https://webapps.dwd.in.gov/INTraining>
 - b. The participant must select a Training Provider that is approved for use in Marion County/Region 12, in consultation with provider staff
 - i. **For the selected Training Provider and Program, review the ETPL list “details”, “Funding Information” tab to verify the training provider and program is approved and “fundable” in Region 12**
 4. Coordinate funding
 - a. A comprehensive assessment of the cost of the ITA, which involves accessing other grants or funding, including Federal Pell Grants, Trade Adjustment Assistance (TAA), and scholarships, must be conducted in order to determine if the participant is unable to obtain grant assistance &/or require assistance beyond that made available under other grant assistance programs.
 - i. **The coordination of funding requirement will be met by completing the Financial Award Analysis (Attachment B) for each WIOA Title I funded training participant**
 - ii. **For the selected Training Provider and Program, review the ETPL list “details”, “Admissions and Financial” tab. Review the “Financial Information” section to determine the “Total Cost of Program” and the “Financial Aid” section to determine if the program offers Financial aid and if so, the specific types of aid available.**

- b. If the training program is eligible for a federal Pell Grant, the participant must apply for Pell Grant assistance.
 - i. **For information about Pell Grants and how to apply, go to <https://studentaid.ed.gov/sa/types/grants-scholarships/pell#how-apply>**
 - ii. **Training services may be provided while an application for a Pell Grant is pending and should be noted in ICC on the OST case note**
 - c. WIOA-funded Provider staff must take into account the full cost of training based on the participants needs (tuition, books, daycare, housing, transportation, etc.) and also consider the full availability of financial assistance for the participant.
 - d. Participants are not required to apply for or access student loans or incur personal debt as a condition of participation. However, participants may incur personal debt when agreed to and after counseling with WIOA-funded Service Provider staff regarding the responsibilities associated with the indebtedness, including loan repayment.
 - e. **The completed Financial Award Analysis (FAA) form must be uploaded into ICC. When uploaded in ICC, the form should be named "FAA".**
- 5. Update IEP training goals and objectives. Upload the updated and signed IEP into ICC**
6. Issue Voucher
- a. Create a Fundable Activity and Voucher for the ITA Service in ICC (instructions can be found in the Staff Guide, Chapter 6, section 6-81, https://www.indianacareerconnect.com/admin/gsipub/htmlarea/uploads/Staff%20Guide_06_Programs_WIOA.pdf)
 - b. Each ITA voucher should be written per the duration of the training program, semester or term, whichever is shortest. No voucher shall exceed 12 months.
 - c. All funding sources that are expected to be used to fund the training pursuant to the Financial Analysis Form should be clearly indicated on the ITA voucher
 - d. Completed ITA vouchers must be reviewed and approved in ICC by designated service provider staff before it is printed and submitted to the training provider
- * Note, in ICC the ITA voucher "approval status" of "pending" means the participant has not yet received the voucher and "approved" means the voucher has been reviewed by designated service provider staff and is approved to be printed and issued to the participant to submit to the training provider.
- e. **Print voucher for signatures and upload signed voucher into ICC**
7. Periodic review of participant progress and issue subsequent vouchers
- a. Beyond the initial voucher and payment to the training provider, in order to receive subsequent vouchers for payment of subsequent semesters or terms, training participants must prove that they have sustained a minimum GPA of 2.0 or "Pass" if the course is Pass/Fail. Participants who do not maintain a GPA of 2.0 or have failed a program are not to be issued subsequent vouchers.

EmployIndy Finance and Administration Department designated staff will:

1. EmployIndy Finance receives ITA voucher with invoice from the training provider for payment and accrues the expense in Financial Edge.
2. Finance staff notifies the EmployIndy Quality and Analytics designated staff.
3. When approved after review from the EmployIndy Quality and Analytics staff, Finance staff will submit payment to the training provider and mark the voucher "paid" in ICC.

EmployIndy Quality and Analytics Department designated staff will:

1. Designated EmployIndy Quality and Analytics staff reviews supporting documentation in ICC to determine if the voucher and invoice are appropriate to support payment.
2. If approved for payment, Quality and Analytics staff will submit to Finance for final payment. If not approved for payment, Quality and Analytics staff will inform Finance and Administration Department and the appropriate Program Manager and Department Director of the reasons and the corrective actions necessary to either void or pay the voucher and invoice. When resolved, they will submit to Finance for final payment.

6. Definitions

7. Related Material(s)

Policies

[EmployIndy WIOA Participant Eligibility Policy](#)

[EmployIndy Client Assessments Policy](#)

[EmployIndy Background Check Policy](#)

Attachments

Attachment A: Self-Sufficiency Chart

Attachment B: Financial Award Analysis (FAA) form

Self-Sufficiency Chart

EmployIndy defines self-sufficiency as 250% of the 2018 Economically Disadvantaged Criteria. See the chart below for further information.

Family Size	Metropolitan Income Level	250% of the Economically Disadvantaged Criteria Guidelines ***Self-Sufficiency Level***
1	\$12,140	\$30,350
2	\$16,460	\$41,150
3	\$21,728	\$54,320
4	\$26,824	\$67,060
5	\$31,653	\$79,133
6	\$37,025	\$92,563
Add for Each Additional Family Member	\$5,372	\$13,430

FINANCIAL AWARD ANALYSIS

TRAINING PROVIDER: _____

Workforce Innovation and Opportunity Act (WIOA) Participant:		Telephone #:		
Training Start Date:		Training End Date:		
Name(s)/Type(s) Of Training:		No. of Weeks/Semesters/Quarters:		
Training Provider Contact Person:		Telephone #:	Fax #:	
Training Items Cost of Attendance	Fund Assignments (#1-6 Under Funding Sources)	Cost per Week/Semester/Quarter	Number of Weeks/Semesters/Quarters	Total Cost of Training Services
Application/Registration				
Tuition				
Books/Supplies				
Shop/Clinic/Lab Fees/Uniforms				
Physicals				
Licenses/Permits				
Parking Fees				
Student Activity Fees				
Transportation				
Child Care Cost				
Other Required Cost (specify)				
Other Required Cost (specify)				
Total Projected Cost of Training				

Available Funding Sources <i>(Documentation must be attached)</i>	Aid Per Semester or Quarter	Number Of Weeks/Semesters/Quarters	Total Available Resources
1. Federal Pell Grant <i>(attach Student Aid Report, etc.)</i>			
2. Scholarships/Grants/Other Financial Aid <i>(attach applicable award/denial letters)</i>			
3. Other Partner Sources <i>(specify)</i>			
4. Vocational Rehabilitation/Social Services			
5. Total Non-WIOA Available Resources			
6. Needed/Requested WIOA Training Resources			
7. Additional Resources Needed <i>(normally this should be a zero balance)</i>			