



WorkPlus Regional System

Individual Training Account (ITA) Agreement

ITA # (if applicable) _____ Funding Program _____ SSN _____

Customer/Applicant Name _____

Address _____

WorkPlus Regional System County _____

Total training costs _____ Total Supportive Services costs _____

Name of Training Provider _____

Program/Major/Credential _____

Start Date _____ Completion Date _____

General Information

The training assistance you have applied for from the WorkPlus Regional System is considered an investment in your future. The ITA is in essence a voucher based program to purchase training services as defined under the Workforce Investment Act (WIA). Training is needed to secure employment in an “in demand” occupation, average wages will lead to self sufficiency and you have provided sufficient research to document this request. The sponsored training is for a specific period of time and will be reviewed upon completion of each school term or as needed. Any extenuating circumstance that may prevent you from completing as agreed must be approved by your WIA case manager.

The training provider must be an approved WIA training provider. Each WorkPlus Regional System County will assure payment to the training provider based on their county policies and procedures.

WIA sponsorship is not an entitlement and is dependent upon the availability of funds, satisfactory progress in the training program, compliance with the WorkPlus Regional System County program policies and procedures, and compliance with your individual employment plan agreed upon by you and your WIA case manager.

WIA sponsorship will only pay for costs directly related to your training and must be updated during the review process (stated above). Examples: Tuition, books, test fees, graduation fees and required supplies (as verified by the training institution). WIA sponsorship will not pay for training costs you incurred prior to ITA approval.

Financial Aid

You must apply and accept all other sources of financial aid prior to accessing an ITA. Other sources included but are not limited to Pell, OIG, SEOG, and other governmental programs that you may qualify. Documentation of approval for other funding must be submitted to your WIA case manager prior to approval and throughout the training program.

WIA funds are only authorized for the balance of your training costs after other financial aid has been applied. The ITA shall be used as “last dollar funding”. Your financial aid status, continued WIA sponsorship needs and training costs will be continually reviewed (see above review process).

Any ITA applicant that has defaulted on a prior educational loan must submit documentation to their WIA case manager of an established repayment agreement with the lending institution for consideration of WIA training funds.

Class attendance, schedule and grades

You must comply with the training provider’s attendance policy (attend classes regularly). Attendance must be verified as determined by the WorkPlus Regional System County policy.

You are required to be a full time student according to the training institution unless an exemption has been granted by your WIA case manager.

You are required to maintain a grade point average (GPA) of 2.0 or above and meet the training institution’s “student in good standing” status. If you are placed on probation by the training provider, you will be given a length of time (established by your WIA case manager) to reestablish your GPA and student status. If you fail, withdraw from a class beyond the training provider 100% refund policy date, or if you retake a class to bring your GPA back to the required 2.0, the costs incurred will be your responsibility. Failure to maintain the required GPA or “student in good standing status” may result in the loss of WIA funding.

Any changes in your training program including dropping or adding classes, requires approval by your WIA case manager.

You are required to provide a copy of your schedule each school term, grades and your completion certificate (diploma, license, certificate, degree etc.) within ten days of receipt.

Changes in Status

You are required to maintain contact with your WIA case manager throughout your training program.

You are responsible to report any changes such as, but not limited to, your name, address, contact information, financial situation, employment or any other significant information to your WIA case manager within ten days of the change.

Responsibilities after Training

You are required to seek and accept employment upon completion of your training using available employment resources such as the WorkPlus Regional System One Stop locations.

You are required to provide your employment information to your WIA case manager within ten days.

After completion of the training programs, your WIA case manager is required to continue follow-up with you for 12 months. During this time period we ask that you report any changes in your situation. If you are in need of other services during this time frame, we encourage you to contact your WIA case manager.

Statement of Agreement

I have read and agree to comply with the above stated policies. I understand that failure to comply accordingly will result in the ITA termination and loss of WIA funding.

Applicant Date

Approval of training

___recommended ___not recommended: _____

WIA Case Manager Date

Supervisor Date