



POLICIES & PROCEDURES

Date: June 30, 2007

Number: 20-03

SUBJECT: INDIVIDUAL TRAINING ACCOUNTS

PURPOSE: To announce the approval by the Riverside County Economic Development Agency's (EDA) Workforce Development Board, and provide information to service providers and staff regarding the local level policy and procedures for determining the amount and duration of Individual Training Accounts (ITAs).

REFERENCES: SB 293 (Ducheny), Chapter 630, Statutes of 2006

California Unemployment Insurance (UI) Code 14000-14500

Workforce Investment Act (WIA) 1179b(2), (d), (f)(1), (h)(2), and (h)(4); 121(b)(1)(A) and (2)(B)(v); and 134(d)(2) and (d)(4)

Title 20 Code of Federal Regulations 20 CFR 663.420

WIA Draft Directive 134 (WIADD-134)

Workforce Investment Act Directive D06-17, March 20, 2007

LOCALLY IMPOSED REQUIREMENTS: Locally imposed requirements are indicated in ***bold italic***, type.

EFFECTIVE DATE: June 30, 2007

BACKGROUND:

Effective January 1, 2007, and as announced in the Workforce Investment Act (WIA) Information Bulletin WIAB016-36, California Senate Bill (SB) 293 (Ducheny) imposes State-level requirements pertaining to WIA polices and procedures. The UI Code 14206(h) requires the Local Workforce Investment Board's to develop policy on the amount and duration of individual training accounts, based on the market rate for local training.

POLICY AND PROCEDURES:

Definitions: These terms identify the agency, local board and the one-stop centers:

1. "EDA" is the acronym for Riverside County Economic Development Agency that operates the Workforce Development Centers on behalf of the Workforce Development Board.
2. "WDB" is the acronym for the Workforce Development Board and is the local board in Riverside County.

In accordance with the requirements of SB 293, EDA policy identifies the amount and duration of Individual Training Accounts (ITA) based on the market rate for local training programs. The amount and duration of ITA's will be based on the current market rate for local training programs. The maximum amount authorized for ITA's will not exceed \$3,000 for a 24 month period. Any change to this policy will be at the discretion of the Workforce Development Board (WDB) based upon the availability of training funds, current labor market conditions and/or changes in legislation.

ITA's will only be available in the WDB's identified demand industries identified in Exhibit A and as supported by State Labor Market Information and where the customer will have a high degree of employability based on the combination of work experience and trained skills. Customers identified through Core A Services with a lack of job skills or experience may be referred to training services immediately as identified in this policy. The demand industry listing will be updated as Exhibit A to this policy annually on July 1.

EDA will determine local market rate by utilizing one or more of the following methods; conduct a price/cost analysis of same or similar training programs offered by training providers; price can be established on the basis of catalog prices such as community colleges, adult education, and Regional Occupation Programs or market prices of commercial products or services sold in substantial quantities to the general public.

Please direct any questions or concerns regarding this Policy and Procedure to the Workforce Development Division's Planning and Operations Policy and Development staff.

Loren Sims, Planning and Operations Manager
ls/mr/hr