



RIVERSIDE COUNTY  
WORKFORCE DEVELOPMENT BOARD

INDIVIDUAL TRAINING ACCOUNTS  
(For YOC Youth 18-24 Years of Age)  
***POLICY***

Date: July 11, 2016

Number: 20-04

**PURPOSE:** The Riverside County Workforce Development Board establishes this policy for funding approval of Individual Training Accounts (ITAs) for older youth (18-24) served at Youth Opportunity Centers (YOCs).

**EFFECTIVE DATE:** Upon Release

**REFERENCES:** Title 20 CFR Sections [680.300](#), [680.310](#), [680.320](#), [680.330](#), and [681.550](#)  
EDD Workforce Directive [WSD16-01](#)  
[WIOA Section 129\(c\)\(2\)\(D\)](#)

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

**BACKGROUND:** N/A

**POLICY:**  
ITAs are one training option available through WIOA Title I Funds for older youth (ages 18-24). Youth must be WIOA eligible and ***currently enrolled and active at one of Riverside County's Youth Opportunity Centers (YOCs)***. ITAs are not an entitlement and shall be provided to participants who have been determined to benefit from this type of training based on an individualized assessment of the person's job readiness, employment and training needs, financial, social and supportive needs, labor market demand and potential for successful completion as documented in case notes and the Individual Service Strategy (ISS) plan.

**I. Eligible Providers**

ITAs are established on behalf of participants by YOC staff. An ITA will only be approved for training courses that are on the California Eligible Training Provider List (ETPL). If the training provider is not on the approved ETPL list, the training provider must submit the application listed in ETPL Direct WSD 13-10, located at [http://www.edd.ca.gov/jobs\\_and\\_training/pubs/rwds13-10.pdf](http://www.edd.ca.gov/jobs_and_training/pubs/rwds13-10.pdf) to the Administration Unit of the Riverside County Economic Development Agency/Workforce Development

Division (EDD/WDD). A copy of the ITA Training Agreement must be uploaded to CalJOBS upon enrollment with an ITA vendor.

**II. Linkage to Occupations in Demand**

Any training outside of the Workforce Development Board approved industries or Regional Key industries will require additional justification in case notes prior to approval. O\*NET Bright Future Occupation designation or EDD’s fastest growing jobs classification are examples of documentation that can be provided as justification. Interest/career assessments should also be geared to the same occupational field.

**III. Maximum Amount and Duration**

The maximum amount authorized for ITAs for YOC youth is \$5,000 and the duration of the training cannot exceed 24 months.

**IV. Coordination of ITAs with Other Grant Assistance**

The Workforce Innovation and Opportunity Act requires that training funds be coordinated with other grant sources to pay for training such as Federal Pell Grants. WIOA funds may only cover that portion of tuition not covered by other grant awards. YOC staff and training vendors must coordinate available funds to pay for the training and to prevent duplication of payments.

If the selected training program is Pell-eligible, the ITA participant will be required to provide a copy of the Free Application for Federal Student Aid (FAFSA) application and a copy of the Student Aid Report (SAR) to YOC staff. In addition, the training vendor must report how the grant aid was applied to the participant’s cost of training. A participant may be enrolled in training while his/her FAFSA application is pending, however, the training vendor is responsible for ensuring repayment of WIA funds should federal student aid (or other state/local aid) be received after the disbursement of ITA funds and credited back into the monthly YOC invoice.

**V. Supportive Services**

Supportive Services, if appropriate, shall be delivered pursuant to the Workforce Development Board’s Youth Support Program policies and procedures manual #19-01, Section III., E.

**VII. Tuition Recovery**

In the event the participant drops out of the ITA training program prior to completion, the tuition costs shall be prorated in accordance with published catalog tuition refund policy or if training provider does not have a refund policy in place, the following calculation method will be used.

- Tuition only ÷ number of class hours = hourly rate
- Hourly rate X number of hours attended = tuition owed
- Tuition owed + application contractual items used = total owed
- Tuition amount – total owed = refund due (unearned amount)

The unearned amount will be refunded to the Youth Opportunity Center within forty-five (45) calendar days and credited back into the monthly YOC Invoice.

**PROCEDURES:** N/A

**REVISION HISTORY:**

Revision Dates: 07/11/16, 11/03/10, 05/06/10

Original Policy Date: 01/01/10

  
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Loren Sims, Administration Manager