

## TRIDENT

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**TO:** Trident Workforce Investment Area Contractors and Staff

**ISSUANCE DATE:** May 5, 2011

**EFFECTIVE DATE:** May 5, 2011

**SUBJECT:** Workforce Investment Act (WIA) Participant Lifetime Individual Training Account (ITA) and Justification Report

**PURPOSE:** To provide guidance in adhering to State instruction letter 10-02

**BACKGROUND:** In response to the South Carolina Legislative Audit Council review of the WIA program, the State Workforce Investment Board (SWIB) established a Lifetime Maximum Training cap to ensure consistent and effective use of WIA training dollars throughout the State.

**POLICY:** A lifetime limit on ITA(s) for classroom training is set at a maximum of fourteen thousand (\$14,000) per WIA participant. The SC Works Trident region will continue to enforce the training cap set by the Trident Workforce Investment Board.

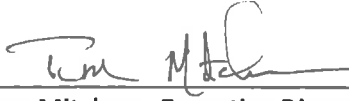
ITA(s) include tuition, books, tools, uniforms, fees and supplies required for the completion of training. Training costs are paid with ITA vouchers. Supportive services are not included in the training. Any portion of the total training that is paid with resources other than WIA funds (i.e. PELL, Lottery, TAA, etc.) will not count toward the training cap.

- GED and/or basic skills training is included in the lifetime ITA cap. Therefore, using the most expeditious and cost efficient means of acquiring these prerequisites is imperative.
- Allowing participants to attend training on a part-time basis increases the cost of training and the time it takes to complete training. Therefore, full-time training should be the norm.

**PROCEDURES:**

- Before training approval for an individual, staff should research all possible avenues to identify previous training provided to customer in all regions within South Carolina
- Staff should start with asking customer if they have ever received training under WIA anywhere in South Carolina
- Staff should do an extensive search for all records of customer in VOS
- write a case note titled "ITA" Cap Research

- Case note should include either no previous training found or if training found, list training and amount (include books, tools, uniforms fees and supplies) used towards lifetime training cap thus far



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Ron Mitchum, Executive Director  
BCDCOG

August 2, 2011

Date