



**GUAM WORKFORCE INVESTMENT BOARD
RESOLUTION NO. 13-003**

***A RESOLUTION RELATIVE TO THE APPROVAL OF GWIB POLICY NO. 13-002, WIA
TITLE IB – INDIVIDUAL TRAINING ACCOUNTS (ITA)***

WHEREAS, Guam's Workforce Integrated Plan, executed on September 18, 2012, Work Area WA903.5 Statement of Work (SOW) for WIA Programs Primary State Strategy offers an opportunity to take workforce planning related to the employees and employee skill sets needed to accomplish the next generation of programming standards of which Guam is required to fulfill.

WHEREAS, On June, 2012, the GWIB established an ad-hoc team to address the development, adoption and implementation of the SOW. GWIB Resolution 12-06 adopted the established SOW framework and recently completed aligning the elements of the SOW with the 2012-2015 Integrated State Plans

WHEREAS, the Agency for Human Resources Development is the administering entity of the Workforce Investment Act funded programs as authorized under Executive Order 2011-08;

WHEREAS, the Agency for Human Resources Development will make available training services to participants as defined in Sec 134, (G), Use of Individual Training Accounts, Public Law 105-220—AUG. 7, 1998 112 STAT. 945 **Subtitle A—Workforce Investment Act**

RESOLUTION

NOW, THEREFORE BE IT RESOLVED, the Guam Workforce Investment Board (GWIB) adopts GWIB-13-002, WIA Title IB Individual Training Accounts beginning Program Year 2012 (July 1, 2012);

FURTHER BE IT RESOLVED, the Guam Workforce Investment Board (GWIB) effectuates the Individual Training Account limits as defined for all new program participants determined eligible for services on or after the date of execution.

FURTHER BE IT RESOLVED, the Guam Workforce Investment Board (GWIB) concurs that a transition will be required for all active eligible participants. In consideration of the transition, all active eligible participants will be subjected to this policy effective the next training service date identified in the Career Strategy Plan. The Agency for Human Resources Development shall notify all active eligible participants of the new policy limiting the amount of training funds available per program year and lifetime of a participant.

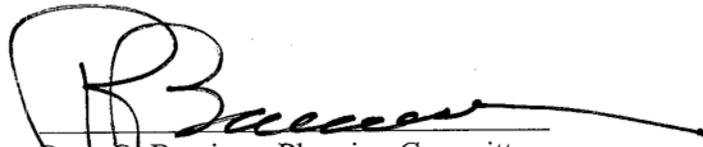
Adopted this 11th day of December, 2012

ATTESTED:

For the GUAM WORKFORCE INVESTMENT BOARD

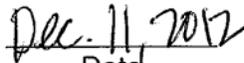


Maria Connelley, Vice-Chair



Peter R. Barcinas, Planning Committee
Chair

**GUAM WORKFORCE INVESTMENT BOARD
GUAM DEPARTMENT OF LABOR/AHRD**

APPROVED	RESPONSIBILITY	ORIGINATION DATE	NUMBER	PAGE
 Chairman Guam Workforce Investment Board	Agency for Human Resource Development (AHRD)	 Date	GWIB-13-002	1 of 4
TITLE: WIA Title IB Individual Training Accounts				

PURPOSE:

To establish procedures for the usage of Individual Training Accounts (ITAs)

INDIVIDUAL TRAINING ACCOUNT POLICY:

Under the Workforce Investment Act (WIA), Title I-B training services for enrolled participants are provided through Individual Training Accounts (ITAs). Individuals are expected to take an active role in managing their employment future through the use of ITAs, among other resources. Participants receiving training under this approach will receive information they need, e.g., skills assessment, labor market conditions and trends, training vendor performance, to make informed choices about the future of their employment and the training to support their decision.

Regulations allow the state to impose limits on the dollar amount and/or duration for ITAs. [Reference: 20 CFR Part 652. 663.420 (a) and (b)].

- There may be a limit for an individual participant that is based on the needs identified in the Career Strategy Plan (CSP); or
- There may be a policy decision by the Guam Workforce Investment Board (GWIB) to establish a range of amounts and/or a maximum amount applicable to all ITAs.

Reviewed:
Approved:

ITAs are funded with WIA Title 1-B Adult; Dislocated Worker funds and WIA Youth Program funds.

The following explains eligibility for Individual Training Account expenses, the manner in which these funds are allocated, and limits on the amount of assistance available for individuals.

The ITA is a Training service, and is established on behalf of registered Youth, Adult or Dislocated Worker participants. A Career Strategy Plan (CSP) does not constitute an "obligation" of the ITA award. An ITA may be awarded based on availability of funds; a thorough individual assessment; determination by case management, as appropriate, training services are needed; and determination of skills and qualifications to successfully participate in the selected training services. The participant's CSP shall provide the justification for all services, including the appropriate combination of training and other provided services directly linked to the employment opportunities leading to economic self-sufficiency.

Using ITA funds, qualified individuals may select to participate in training from providers on the Eligible Training Providers List in consultation with a case manager. Payments for ITAs may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, paying a portion of the costs at different points in the training course. Priority must be given to enrolled eligible veterans and their spouses under the Jobs for Veterans Act. Other legislative guidelines also provide that "priority shall be given to recipients of public assistance and other low income individuals" for Adult programs where funding is limited.

Access to Workforce Investment Act funding is not an entitlement. The exact mix of funds should be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid for, with a variety of funds sources, if necessary, and that necessary supportive services are available so that the training can be completed successfully.

When awarding an ITA, the case manager must consider how to combine the ITA with other appropriate and applicable grant resources (excluding loans) that may be available, such as Pell Grants, tuition assistance/exemption, employer-training subsidies, apprenticeship dollars, and funds from other state/federal programs. The ITA can be used to pay for tuition, testing fees, books, fees, and other educational materials or supplies, but ITA funds may not be used for late fees/fines incurred by participant error or delay.

It is the intent of the Guam Workforce Investment Board that when a participant who is a student receives both WIA and other financial aid, regardless of the order in which the funding is received, WIA will be applied to tuition, books, fees, and related supplies, while Pell and other aid will be used for room, board, and additional unmet need. In instances where the student has unmet needs and access of financial aid, expenses can be covered through the alternative funding sources (e.g. non-WIA grants) and those resources will be applied toward other allowable unmet need, and WIA can be applied towards tuition, books, fees, and related supplies.

General ITA Guidelines

- The maximum limit (cap) established for ITAs is \$4,500 covering costs of training per program year. The \$13,500 is an ITA participant lifetime limit.
- Generally individuals are expected to start training within 30 days of the award of an ITA.
- Generally programs funded by ITAs must be completed within twelve months from the date of issuance; extenuating circumstances may be considered if that timeframe is not met.
- Individuals are expected to maintain satisfactory progress in the selected training program. Satisfactory progress is defined as:
 - Maintaining a grade point average sufficient to graduate from and/or receive certification in their approved area of study; and/or
 - Completing sufficient credit hours to complete program in the timeframe established in the ITA.

General Qualifications:

- ITAs are delivered through the One-Stop delivery system following the continuum of services from Core, to Intensive, and then Training services levels. While no minimum timeframe or number of activities exists, individuals are expected to move from one level of service to another based upon an assessment of need for the next level of service to obtain or retain employment leading to self sufficiency.
- Individuals must receive at least one Core service before receiving Intensive services. Individuals must receive Intensive service and be determined unable to obtain employment before receiving Training services.

- Individuals must have an CSP documenting his/her need for appropriate level of services, including employment goals and the appropriate combination of services for the participant to achieve those goals.

Criteria for Individuals:

- Selection of training programs must be aligned with participant's training goals and objectives identified in their CSP.
- Met eligibility requirements for training services; determined to be in need of training and to have the skills and qualifications to successfully participate in the selected training program.
- Unable to obtain other grant assistance for such training, including Federal Pell Grants; or requires assistance beyond that made available under other grant assistance programs.

Criteria for training programs:

- Training will be limited to skills relevant to demand occupations as described in Guam's strategic plan and/or employment opportunities in the local area..
- Training services may be approved for occupations the local board has determined are in sectors of the economy that have a high potential for sustained growth and/or where documentation indicates employment prospects in the local area.
- All training programs funded through ITAs must be from vendors on the approved Eligible Training Providers List.

PROCEDURES:

The Administrative Entity of WIA adult, dislocated worker and youth funds shall comply with procedures describing how ITA's will be issued; services are justified; documented; and paid out.

EFFECTIVE DATE:

This policy is effective December 11, 2012



Guam Workforce Investment Board

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POLICY BRIEFING

Policy Title: WIA Title IB Individual Training Accounts
Policy No.: GWIB-13-002

Origination and Review Process

GWIB Planning Committee (SOW Adhoc Committee)

Policy Draft Issuance Date: October 1, 2012

Agency Review Completion Date: December 11, 2012

Request for distribution to GWIB: Draft Policy provided to GWIB on December 11, 2012

Background:

The GWIB Resolution 12-06 adopted the established Statement of Work (SOW) framework and recently completed aligning the elements of the SOW with the 2012-2015 Integrated State Plans. In tandem with the SOW, the Board adopted the creation of an Eligible Training Provider List. The Eligible Training Provider List will greatly enhance Guam's ability to provide demand-driven occupational training. Instead of contracts with unrealistic expectations, the training providers will instead be asked to train only. An application has been created which asks them to list their qualifications to provide training as well as any diplomas or certifications they provide. Once approved by the Board, they become eligible to receive WIA clients through the AHRD case managers. The Board will no longer be constrained by time and funding-bound contractual agreements, and will instead have the flexibility to add or delete training providers and allocate referrals based on the needs of Guam's demand driven occupations.

Authority:

PUBLIC LAW 105-220—AUG. 7, 1998 112 STAT. 945 Subtitle A—Workforce Investment - SEC. 134. USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES.

(G) USE OF INDIVIDUAL TRAINING ACCOUNTS.— (i) IN GENERAL.—Except as provided in clause (ii), training services provided under this paragraph shall be provided through the use of individual training accounts in accordance with this paragraph, and shall be provided to eligible individuals through the onestop delivery system.

Board Action

Meeting Date:

Dec 11, 2012

Policy Approval Date:

Feb 18, 2013