

INDIVIDUAL TRAINING ACCOUNTS

GEORGIA MOUNTAINS WORKFORCE INVESTMENT BOARD

2481 HILTON DRIVE, SUITE 8, GAINESVILLE, GEORGIA 30501

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An individual determined eligible for WIA-funded training services may select a provider from the Georgia Mountains Workforce Investment Board/STATE approved list after consultation with a WIA representative located in one of the Georgia Mountains Career Centers.

POLICIES:

1. Training must be in occupations identified in the local WIA plan as growth and/or demand occupations or documentation of employment prospects for areas not listed in the Plan must be provided. Growth and Demand Occupation lists are subject to change at any time due to fluctuating economic conditions.
2. Training must result in an employment wage sufficient to maintain or increase income.
3. ITAs may be utilized for expenses related to training, including but not limited to the following: books, tuition and fees, general supplies, tools, uniforms and shoes, certification, licensing, testing fees, drug testing for entrance into training, medical requirements for training entrance, etc. **Due to procurement regulations, certain required equipment cannot be purchased utilizing WIA funds (computers and related equipment).
4. Funding limitations will be as follows:
 - (a) Up to \$5,500 in training costs, excluding support, may be expended for each participant for the first year of training.
 - (b) For training that extends beyond one year, total training costs may not exceed \$8,500 excluding support.
5. Programs should not exceed 104 weeks (two years). Exceptions to this policy may be approved on a case-by-case basis and requests should include evidence that financial support is available during extended training periods. In addition:
 - (a) The Georgia Mountains Workforce Investment Area (GMWIA) assists with one (1) program of study.

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- (b) An upgrade to a degree program is not permitted due to the length of program guidelines, available funding, and Individual Training Account (ITA) requirements. A downgrade from a degree or diploma credential level program, or lateral change of program within the same credential level, may be allowed based on documented statements or evaluations by the Training Provider, and the GMWIA Case Manager; or in case of documented medical condition(s).
 - (c) A customer cannot change their major, program of study or add/drop a course without prior approval by their Case Manager. In the event of withdraw/failure of a course or program, GMWIA will not provide the funds to re-enroll in that course at a later date.
- 6. All customers must maintain a full-time training status as determined by the training provider. Exceptions to this policy may be approved on a case-by-case basis at the case manager's discretion. Please refer to the PELL/HOPE Policy regarding on-line/internet-based classes.
- 7. In general, all training programs must be within a reasonable commute (30-40 miles one way) of the WIA local area. Out-of-the-area training programs that are not within commuting distance to the WIA local area may be approved on a case-by-case basis. All approved training must be located within the contiguous United States. Lodging may be provided by some training providers (CDL of GA, LLC, Daly's Truck Driving School or Georgia Driving Academy) either free or at a reasonable cost. WIA funding may be provided for lodging if the customer lives outside of a reasonable commute (30-40 miles one way) or reliable transportation is not available.
- 8. All potential training customers must apply to the potential training site and apply for all applicable sources of financial aid. Upon application to the GMWIA for training services, applicants must provide proof of acceptance to the training provider and financial aid award/denial letter, if applicable. All customers who apply for training services must complete a Customer Financial Summary and provide information that will explore all available sources of financial aid (i.e., Pell, HOPE Grant, HOPE Scholarship, TANF) to avoid duplication.
- 9. WIA funding may be provided for college level instruction only if all of the following conditions have been met:
 - (a) The customer must be accepted into a certificate, diploma, or degree program and the course of study must be occupation-specific (i.e. radiology technician, accounting, teacher certification). No funds shall be provided for general academic programs (i.e. General Studies, Bachelors of Art, etc.).
 - (b) Total course of study will take no longer than 104 weeks (2 years) to complete and be a certificate, diploma, or degree program.

- (c) The customer must demonstrate that he/she has the financial resources to attend long-term training.
10. Continuing Education and other similar courses may be approved if the following conditions apply:
- (a) The customer must have a specific occupational goal;
 - (b) The customer must have a work history or educational background that relates to the occupational goal;
 - (c) The customer must present evidence describing how the proposed training will increase his/her employment marketability;

Please note: Trade Act Assistance funds are not approved for Continuing Education courses.

11. Customers accepted on a provisional basis may receive assistance, but certain restriction and requirements apply and are reviewed on a case-by-case basis.
12. ITAs will not be used for payment of late fees caused by customer error or delay. The customer will be responsible for these fees, as he/she is responsible for other fines or penalties.

ITAs will be issued for training providers/programs that are currently on the State of Georgia Eligible Provider/Program List and with whom we have a signed WIA Training Provider Agreement/Contract. The Georgia Mountains WIA office maintains a list of the providers with executed contracts through the Georgia Department of Labor Grants and Contracts office in Atlanta. This list is updated as needed.