Technical Assistance Guidance	**TAG 37-2019**
Issued Date: **August 28, 2019**	

Subject: ITAs for Employed Individuals

Purpose
This TAG provides sub-recipients with a helpful tool to improve quality of service, effective management practices and ensure compliance with Federal, State and local regulations.

Background
To provide guidance on established standards for the provision of Individual Training Accounts (ITAs) services to Workforce Innovation and Opportunity Act (WIOA) Title I eligible participants.

References
Public Law 113-128 WIOA Secs. 134, 129, 171, 116, 503; 20 CFR Part 680; 20 CFR Part 681; 20 CFR Part 683; TEGL 13-15; TEGL 19-16; TEGL 21-16; State Compliance Policy (SCP) 1.8, 1.10, 1.11, and 2.2

Guidance
ITAs may be provided to a WIOA Title I eligible employed individual when the employee is not earning a self-sufficient wage or wages comparable to, or higher than, wages from previous employment. Proper documentation **must** be retained to establish wages at the time of training. If the participant is earning a self-sufficient wage, or wages comparable to, or higher than, wages from previous employment, then **proper justification must be retained** to validate that the participant is unlikely to retain self-sufficient employment.

Scenario 1
A participant is currently employed where they earn $15 per hour as a bartender and the participant's employer has made an announcement that they may be introducing robot bartenders to slowly replace bartender positions. This participant is requesting occupational skills training to change careers.

This participant **would be eligible** to receive an ITA for occupational skills training as long as proper justification is provided in the participant's file. Justification can include documentation about the employer introducing robot bartenders.

Scenario 2
A participant is currently employed where they earn $20.00 per hour as a Help Desk Technician and is a family of one; however, the employer has indicated the individual needs further certification to retain employment.

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This individual **<u>would be eligible</u>** to receive an ITA for occupational skills training as long as proper justification is provided in the participant's file. Justification can include documentation from the employer verifying the certification is required in order for the individual to retain employment.

Scenario 3
A participant recently obtained employment where they earn $16 per hour. During the initial assessment the participant reported that their hourly rate with a previous employer in a different industry, where they worked two (2) years ago was $22 per hour. The participant has identified a certification which could increase chances of returning to the previous industry with a wage of at least $20 per hour.

This individual **<u>would be eligible</u>** to receive an ITA for occupational skills training as long as proper justification is provided in the participant's file. Justification must include documentation to verify the previous hourly wage of $22 per hour to verify the individual is not currently self-sufficient. The individual is not not currently earning at least 80% of the previous hourly wage of $22 per hour.

Scenario 4
A participant meets with a career coach for an initial assessment and discloses they are currently employed as an EMT where they earn $16 per hour. The individual reports that they are not in any danger of losing their job; however, they are interested in changing careers and requests training to become a truck driver.

This individual **<u>would not be eligible</u>** to receive an ITA for occupational skills training. Justification has not been provided that the participant is unlikely to retain self-sufficient employment.

Action
Please share this information with all WIOA Title I staff and other interested parties.

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your contract administrator at your earliest convenience.

Technical Assistance
Available upon request.