

**A RESOLUTION OF THE NEW YORK CITY WORKFORCE INVESTMENT BOARD  
WORKFORCE POLICY COMMITTEE APPROVING  
THE INDIVIDUAL TRAINING ACCOUNTS POLICY**

**WHEREAS**, the Workforce Investment Act of 1998 §134(c) (2) provides Local Workforce Investment Boards the authority and flexibility to develop policy related to the provision of training services; and

**WHEREAS**, it has been determined that it would be advantageous to organize all policies previously approved by the Policy Committee into one comprehensive policy paper; and

**WHEREAS**, changes to existing policies and the development of new policies is necessary to improve processes for training services;

**NOW, THEREFORE, BE IT RESOLVED** that the New York City Workforce Investment Board Policy Paper for Individual Training Accounts is hereby adopted and replaces all previously approved policies.

This Resolution shall take effect immediately.

New York City Workforce Investment Board  
Policy Paper for Individual Training Accounts

In the NYC local area, WIA Individual Training Accounts (ITAs) are branded Individual Training Grants (ITG) and eligible courses and schools are listed on the Training Guide ([www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)).

### General

The NYC Workforce1 Career Center system operates with the goal of serving both businesses and jobseekers, focusing on getting jobseekers to successful employment and advancement. Through this system, eligible Workforce Investment Act (WIA) participants are able to select their choice of occupational training that is provided through Training Providers that are evaluated, approved and placed on the state Eligible Training Provider List (ETPL).

### Training Providers

1. Eligibility Requirements: (Portions from Resolutions of Aug. 11, 2004 and Nov 5, 2008)
  - a. All Training Providers on the ETPL and the NYC Training Guide must be in compliance with NYS laws and have the license, certification, registration or approval from the appropriate state or federal oversight agency to provide the training.
  - b. All providers on the ETPL that are licensed under Sections 5002(4) and 5001 of the New York State Education Law ("Licensed Providers") shall be required to submit to an audit to assess compliance of courses and curriculums with Section 5002(4) of the NYS Education Law (the "Audit"). If it is determined that any Licensed Provider is offering a course or curriculum that is not duly approved by the appropriate NYS licensing body, such Licensed Provider shall be notified of such noncompliance and must take immediate and good faith steps to apply for approval of such courses. Upon receipt of such notice, the Licensed Provider shall have a one year grace period, during which the Licensed Provider may remain on the ETPL, provided such Licensed Provider is working in good faith to obtain the necessary approvals of all courses and curriculums. By the conclusion of the grace period, the Licensed Provider must provide the Board with proof of all necessary NYS oversight approvals of each of its courses and curriculums. If such approvals are not provided by the end of such grace period, the Licensed Provider shall not be eligible to receive ITGs for those courses or curriculums that have not been approved until such time as such approvals are obtained. No new Licensed Providers shall be added to the ETPL which do not have the required course approvals.
  - c. A Training Provider may also be removed from the ETPL if it is determined that the Provider has committed fraud or intentionally provided incorrect information to SBS or ITG customers.
2. Report Card Evaluation: (Portion from Resolution of June 30, 2003)
  - a. A Training Provider course shall be deemed ineligible to receive ITGs for a minimum period of six months if the job placement rate of the training provider's students who received ITGs is less than 50% and the completion rate is less than 75%.
    - i. Applies by course for courses with 5 or more students in a six month period
    - ii. Placement is defined by employment within three months of training
    - iii. Training providers deemed ineligible to receive ITGs by having failed the course completion and job Placement threshold will be provided an opportunity, at the end of their six month disqualification period, to demonstrate to SBS' reasonable satisfaction that particular courses for which the training provider desires to restore ITG eligibility are providing quality training to individuals and are likely to result in job placement.

3. Price: *(Resolution of Nov 14, 2008)*
  - a. ITG vouchers shall be assigned a value by SBS program staff based on anticipated outcomes from one of the following three price tiers:  
Tier 1: \$1300  
Tier 2: \$2200  
Tier 3: \$3800.
4. Payment: *(Resolution of February 2, 2005)*
  - a. The payment structure for ITGs is as follows:
    - i. 50% of the value of an ITG issued to a customer for a training course is paid to the Training Provider upon the ITG holder's enrollment in such training course
    - ii. 50% (i.e., the full remainder) of the value of the ITG is paid to the Training Provider upon the customer's successful completion of the training course(s) and receipt of credential.
  - b. Vouchers will not be validated that have the student starting prior to the start date on the voucher or are found not meet the other requirements specified on the vouchers or the invoices themselves.

#### **Jobseeker**

1. Allocations: *(Portion from Resolution of June 30, 2003)*
  - a. In order to control and manage ITG issuance, and ensure the availability of ITGs throughout each year, SBS shall have the authority to assign to each of the SBS contractors authorized to issue WIA funded ITGs maximum dollar allocations of ITG funding on a periodic basis, whether quarterly, monthly, or otherwise, as SBS may determine in its discretion.
2. Eligibility for Training:
  - a. All jobseekers interested in occupational training opportunities available through ITGs will be assessed using the Individual Employment Plan and the Case Conference model to receive an ITG voucher.
    - i. Through the Case Conference Model, Workforce1 Career Centers assess customers for employment and training opportunities. The Case Conference Model requires individual assessments of jobseekers to ensure that they are referred to training opportunities which will best prepare them for employment in a desired occupation. The process includes: orientation to learn about general services and meet with a Career Advisor; assessment for employment and training, using nationally recognized job readiness and skills assessment tools such as Provelt!; research on appropriate training courses using the NYC Training Guide ([www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)), and the case management where Career Advisors discuss ITG applications and determine who is most suited to benefit from occupational training. The model has been in place since 2006 and was recognized by USDOL in 2008 as a promising practice.
    - ii. In circumstances where there is a clear connection between training and employment opportunities, customers can be evaluated using an accelerated assessment process.
  - b. Both unemployed and employed jobseekers can receive ITGs.
  - c. Once the employment goals and assessments are completed, low-income and veterans priorities are applied to the decision making based on customer self attestation.
3. Growth Occupations *(Resolution of June 30, 2003)*

- a. ITGs will only be authorized for courses that provide training for employment in a Growth Occupation. "Growth Occupations" shall mean the occupations identified on the quarterly short-term growth occupation list issued by the New York State Department of Labor for New York City, provided that SBS shall have the discretion to add to or subtract from such list based upon its own research, information, and priorities.

4. Exceptions (*Portions from Resolution of June 30, 2003*)

The Placement Threshold, Growth Occupation and Price criteria shall not be applicable to the following ITG issuance:

1. Issuance of ITGs by the Dislocated Worker Intensive Service providers under their contracts with SBS.
2. Issuance of ITGs in connection with special initiatives established by SBS with the approval of the WIB or the applicable WIB committee.
  1. Such special initiatives may include but are not restricted to cohort-based advancement training, longer-term, high priced occupational skills training, tuition assistance for degree programs, occupation-specific retraining for growth industries, and others.