



**DISTRICT OF COLUMBIA  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
WORKFORCE IMPLEMENTATION GUIDANCE LETTER (WIGL)**

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**POLICY & GUIDANCE**    **INFORMATION & UPDATES**

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**DATE:**            October 11, 2017

**NO:**              DC-WIGL-2017-015-IndividualTrainingAccountMaximumAllowableAmount

**TO:**              LOCAL WORKFORCE DEVELOPMENT SYSTEM STAKEHOLDERS  
AMERICAN JOB CENTERS  
WIOA YOUTH SERVICE PROVIDERS  
WIOA ELIGIBLE TRAINING PROVIDERS  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)  
DEPARTMENT ON DISABILITY SERVICES (DDS)  
DEPARTMENT OF HUMAN SERVICES (DHS)  
UNIVERSITY OF THE DISTRICT OF COLUMBIA COMMUNITY COLLEGE  
(UDC-CC)

**FROM:**            DIANE PABICH   
Interim Executive Director, Workforce Investment Council (WIC)

**SUBJECT:**        INDIVIDUAL TRAINING ACCOUNT FUNDING DURATION AND AMOUNT

**1. Purpose.**

This policy provides an amendment to the maximum funding duration and amount of Individual Training Accounts (ITA) for training in demand occupations as identified by the DC Workforce Investment Council in the District of Columbia Workforce Investment Council Policy Manual.

**2. References.**

WIOA sec. 134(c)(3)  
20 CFR part 680. 300, How Training Services Are Provided  
20 CFR part 680. 310, Duration and Amount of Individual Training Accounts  
20 CFR part 681. 550, Youth ITA Usage  
District of Columbia Workforce Investment Council Policy Manual  
All Policy Guidance to be housed at <http://dcworks.dc.gov>

**3. Definitions.**

WIGL – Workforce Implementation Guidance Letter  
WIC – District of Columbia Workforce Investment Council  
DOES – District of Columbia Department of Employment Services



AJC – American Job Center or One Stop Center  
LWDA – Local Workforce Development Area  
LWDB – Local Workforce Development Board (the DC WIC)  
WIA – Workforce Investment Act  
WIOA – Workforce Innovation and Opportunity Act  
USDOL – United States Department of Labor  
R – Revised. When updates are made to WIGLs, the R will serve as an indicator that a revision has been made, along with a revision number if multiple adjustments are made.

**4. Background.**

Training services, when determined appropriate for qualified WIOA customers, are typically provided by training providers who receive payment for their services through an ITA. The ITA is a payment agreement established on behalf of a participant with a state eligible training provider. State eligible training providers are selected by participants in consultation with the case manager, which includes discussion of the participant's individual employment plan, labor market information, program quality and performance information on the available eligible training providers. Case managers make the Eligible Training Provider List (ETPL) available to participants during one-on-one interviews and by sharing ETPL site access information with customers who would like to research training providers on their own. Once a provider has been selected, the case manager refers the participant to training and coordinates payment with the eligible training provider through an ITA. Only those training providers listed on the ETPL are able to receive ITAs for payment.

**5. Guidance.**

WIOA training services through ITAs are one training option available to eligible adults, dislocated workers and youth ages 18-24 (out of school youth ages 16-17 are not eligible for ITA's) per WIOA. The maximum amount available under an ITA contract shall be \$5,000 per participant. A participant is limited to one (1) ITA in any five-year period. A DCAJC operator may waive this restriction and approve a second ITA during the five-year period so long as the participant meets eligibility requirements and the combined amounts of the ITAs do not exceed \$5,000. The availability of other funding resources, e.g. TANF, Pell grants, and other federal and state funding, shall be investigated and if applicable, included in the development of the ITA. The efforts to investigate other funds must be documented in the participant file.<sup>1</sup>

**6. Action Requested.**

Effective immediately. Please distribute this WIGL to administrators, staff, and other appropriate individuals.

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<sup>1</sup> An exception to this is educational funding for Veterans. According to TEGL 10-09, the GI Bill and other education and training benefits administered by the Department of Veterans Affairs are not required to be coordinated with WIOA training (i.e., veterans and eligible spouses cannot be required to exhaust their VA benefits prior to gaining access to WIOA training).



7. **Attachments.**  
None.

8. **Inquiries.**  
Inquiries regarding this guidance should be directed to:

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9. **Expiration.**  
Continuing.