

## **Camden County Workforce Development Board**

### Individual Training Agreement Policy

#### Purpose:

The Camden County Workforce Development Board is authorized to issue interpretations and exceptions as supported by applicable law, rules, and regulations of the Workforce Innovation and Opportunity Act (WIOA). The purpose of this policy is to establish criteria by which the provision of Individual Training Accounts (ITA) will be issued to customers seeking training in the WIOA Adult and Dislocated Worker programs.

#### Background:

WIOA Title I- occupational training services for WIOA eligible Adults and Dislocated Workers are provided through Individual Training Accounts (ITAs). Using ITA allocated funds, WIOA eligible Adults and Dislocated Workers purchase training services from eligible training providers they select in consultation with a Camden County One-Stop Career Center Employment and Training Counselor. Customers are expected to utilize information such as skills assessments, labor market conditions/trends, and training provider performance, to make an educated choice as to which provider they will choose. Customers are expected to take an active role in managing their employment future through the use of ITAs.

#### Policy:

Camden County residents interested in receiving an ITA to attain or upgrade their occupational skills must be deemed eligible in accordance with WIOA Title I eligibility criteria for Adult, Dislocated Worker, and Youth and deemed an appropriate candidate for training. Eligible customers may receive a grant of up to a maximum of \$4,000 for tuition plus a maximum of \$3,000 for related expenses, i.e. fees, books, equipment, etc.

ITA funding is limited to customers who:

- Complete an assessment that:
  - Identifies a need for training that leads to self-sufficiency or wages comparable to or higher than wages from previous employment, and
  - Demonstrates the customer has the skills and qualifications to successfully complete the training program.
- Complete an Individual Employment Plan (IEP) that identifies the selected training program with anticipated start and end dates.
- Are unable to obtain grant assistance from other sources to pay the costs of training or require assistance beyond available grant resources from other sources, such as Pell Grants, to complete their training goals.
- Select training programs that are:
  - Included on the New Jersey Eligible Training Provider List, and

- Directly linked to an in-demand industry sector or occupation or sectors that have a high potential of sustained demand or growth in the local area or in the planning region or in another area in which the customer is willing to travel or relocate.
- Maintain satisfactory progress/grades throughout the training program.

#### Application Procedure:

- Attend a training orientation (in person or virtual) at the Camden County One-Stop Career Center.
- Complete testing and meet minimum score requirement or provide proof of degree for exemption.
- Gather eligibility documents.
- Schedule a certification appointment with your career counselor.

#### Additional Information:

- Failure to comply with all scheduled One-Stop appointments/requirements could jeopardize customer grant approval.
- Customers seeking CDL training must provide proof of a valid New Jersey driver's license and a clean driving abstract prior to approval. Department of Transportation regulations also require customers to pass a medical examination.
- Customers seeking health care training must pass a background check prior to approval.
- Upon completing training, customers are required to seek full-time, training-related employment and to provide the Camden County One-Stop with their job placement information as well as copies of any industry-recognized credentials obtained.