



ETLWDA
WORKFORCE INNOVATION AND
OPPORTUNITY ACT
POLICY MANUAL

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Effective: Immediately

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APPROVED:

SUBJECT: TRAINING AUTHORIZATION AND PAYMENT

POLICY STATEMENT: This policy outlines ETLWDA directives for providing Individual Training Accounts (ITAs) for WIOA Title I eligible adult, dislocated worker, and youth participants. Payments for individual training accounts shall be made in accordance with the process that follows.

Purpose: To ensure proper accounting of WIOA funds and to integrate a standardized operating procedure in the approval of individualized training accounts

Eligible WIOA Customer: Adults, youth, and dislocated workers

Process:

1. An Individual Training Account (ITA) may be established for WIOA participants to utilize with Eligible Training Providers on the Approved Eligible Training Provider List (ETPL).
2. Career Specialists shall review *Proposals for Training* for individual participants with the American Job Center Training Committee. ITAs shall then be written and submitted to the Career Center Services Manager for approval.
3. Once an ITA is approved, the Career Specialist shall issue appropriate vouchers to training providers or supplies vendors on behalf of the participant. Vouchers may be given directly to the participant to deliver to the training provider/vendor.
4. Vouchers should reflect costs consistent with those outlined in the Individual Training Account and not exceed total allowable costs based on a determination of financial need.
5. A copy of the voucher shall be submitted to fiscal staff for use in processing payments to the service provider.
6. Fiscal staff will receive invoices from providers, match them with approved vouchers, and issue a standardized report to appropriate personnel including but not limited to the Career Services Provider Management.
7. Payments will generally be made directly to the provider on behalf of the participants.

In cases where a provider requires payment on the front end and a payment cannot be generated quickly enough, or other circumstances where it may be difficult for the WIOA participant to finalize advance payments with the Career Specialist, the participant may pay for an authorized service or product and receive a reimbursement for the cost. Such payments require that the Career Specialist issue a voucher authorizing the payment, and the participant presents both a signed receipt detailing the product or service received, as well as a copy of the method of payment used. The Career Specialist will submit the voucher, signed receipt, and copy of credit card, or other documentation to fiscal staff along with a memo explaining the circumstance. A payment will be processed to the individual participant.

Amounts of Costs

1. Training costs are limited to \$12,000 lifetime maximum, as outlined in ETLWDA Training Policy.
2. Support Services should be reasonable, necessary, and justified in the participant's record.