ATTACHMENT 2

INDIVIDUAL TRAINING ACCOUNT LOCAL PROGRAM CRITERIA

PENINSULA COUNCIL
For Workforce Development

PCFWD – PY 2016 ITA
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LOCAL PROGRAM CRITERIA

The Peninsula Council for Workforce Development (hereinafter referred to as the Council), on behalf of the Greater Peninsula Workforce Development Consortium, Grant Recipient, Local Workforce Development Area #14, in partnership with the Greater Peninsula Workforce Development Board, is the local provider of training and employment services which are federally funded under the national Workforce Innovation and Opportunity Act (WIOA) or other similar grant programs. The Council's primary service area includes the cities of Newport News, Hampton, Poquoson, Williamsburg, and the counties of York, James City and Gloucester. The Council is responsible for providing needed employment and training services to eligible program applicants.

These employment and training services are provided through a number of different arrangements, including services provided by One-Stop Operator staff, by contract and by a referral process utilizing Individual Training Accounts. Individual Training Accounts (ITAs) is a "voucher-type" process by which the Council purchases needed vocational or academic training "off-the-shelf" from local private or public vendors offering commercially available training to the general public.

1. Any training that is funded must lead to ***immediate*** full time permanent employment opportunities in areas of high occupational demand within the local labor market.

   A. Graduate level academic training will be limited to only those credits which are needed in order for a sponsored student to complete a graduate degree which has already been started. No more than 12 graduate credits will be funded. Any graduate credit that is funded must work towards a degree which can be completed within this 12 credit restriction.

   B. Undergraduate level academic training will be funded only in situations where a minimum number of credits are needed to complete a degree program and attainment of the degree will further the individual's ***immediate*** employment prospects. Minimum number of credits is defined as forty-five (45) or fewer semester hours.

   C. Short duration training such as seminars and workshops will not be funded. Short duration is defined as any activity such as a workshop or seminar lasting less than five (5) days or forty (40) class hours, unless specifically recognized and valued by the industry.

   D. All training requests or training modifications are subject to the prior written approval of designated Council staff.

2. Performance Expectations: The minimum expected performance levels for LWDA #14 funded training serving WIOA participants, are as follows:

Training Completion Rate	65%
Credential Attainment Rate	70%

3. Recognized Postsecondary credential: This term means an occupational skills related credential consisting of an industry-recognized certificate or certification; a certificate of completion for a Registered Apprenticeship; a license recognized by the State involved or Federal Government; or, a college diploma, certificate, associate or baccalaureate degree. Credential documentation is required to be provided to the applicable One-Stop System Staff, upon the successful completion of training.

4. Proposal Reconsideration Process: Applicants who submit proposed programs in accordance with the requirements and related stipulations of this Application, which are not authorized for inclusion on the LWDA #14 Approved List, may have their proposal(s) reconsidered upon written request, in accordance with the requirements stipulated in the LWDA #14's Proposal Reconsideration Process. The Process can be found on the Council's website at www.pcfwd.org. Applicants must first go through this Process before seeking any further resolution under the State Process, as set forth under Virginia Board of Workforce Development Policy #15-02 (www.elevatevirginia.org).

5. Training is limited to Service Providers and Programs that are listed on the Council's Approved Individual Training Account Vendor List or the Commonwealth's Statewide List of Approved Vendors, as locally authorized.

6. Training funded by Council is primarily limited to Service Providers whose office facilities are located within a 35 mile radius of the Virginia Peninsula, unless extenuating individual trainee circumstances exist and prior Council approval is granted.

7. Training that is funded must be fully completed on an on-going basis by the time allotted for a given program or within twenty-four (24) months, whichever is less.

8. Training that is not limited to a structured format (content/hours/dates), such as would occur under open enrollment at a community college, vocational school, or university, is expected to be attended on a full time basis unless extreme circumstances apply.

9. All Council sponsored students attending Higher Education Act (HEA) Fund Granting Institutions must apply for HEA funding (e.g. Pell, etc.) prior to any final funding commitment by the Council. Any outside non-WOIA funding a sponsored student may be entitled to receive will be applied first to the total cost of the approved program. WIOA will only be responsible for any remaining balance after all other sources of funding have been applied. If a student refuses to apply for available grant funding, they will forfeit their opportunity to receive Council WIOA funding. Training funds must be leveraged to the fullest extent possible with other forms of Federal Financial Aid, such as Pell Grants, etc. for those customers who have access to such and meet the qualification requirements. Tuition payments will not exceed the authorized rates for In-State Residents, where applicable.

10. Total funding for any individual or program will be limited to a ***maximum*** WIOA expenditure of $5,000 for up to two (2) consecutive years of training in an approved program (or as amended). Due to the limited amount of total funding availability, and the ever present demand for program services, the One-Stop Operator will be aggressively focusing its attention on training which is most affordable and cost effective.

    If the total cost of training is more than the amount of WIOA funding authorized, then the amount WIOA is sponsoring will be applied to cover the proportionate share of training time/expenses at the end of training. This means that all other funding sources (HEA grants, Pell, student loans, etc.) would be applied first. If student drops-out before WIOA funding is scheduled to occur based on the training/mixed funding cycle, then WIOA funds may never be applied.

11. The Council will not be held responsible for any training expenditures that have not been pre-approved by the Council, or that are not specifically related to the mandatory training requirement of the sponsored program.

12. Travel, Mileage, Out-of-the-Area Job Search, and Relocation: The Council will not fund nor be held responsible for any participant travel or relocation expenditures or expenses which are not part of a specific program's mandatory course requirement. Any travel and/or relocation expenses which are incurred will be the sole responsibility of the individual participant.

13. Books: The Council will not accept financial responsibility for any books and/or supplies that are not directly related and specifically required as part of ***the mandatory requirements*** for any course(s)/curriculum the Council sponsored student is/will be attending.

14. Training opportunities and continued funding support is limited to funding availability.

15. Council reserves the right to depart from any standard program processes or procedures on an individual case-by-case basis when such changes are in the best interest of the participant and/or program.

16. Prospective Council sponsored students are cautioned about making any personal commitments to a Vendor or signing any legally binding obligations. Any personal agreements that a student may enter into with a school beyond Council's standard procedures are by their very nature outside of Council's control, authority and responsibility.