

WORKFORCE INVESTMENT ACT

***PENNSYLVANIA
LOCAL WORKFORCE INVESTMENT
BOARDS***

***INDIVIDUAL TRAINING ACCOUNT
(ITA)***

Abstract

***Equal Opportunity Employer Program
Auxiliary aids and services are available upon request to individuals with
disabilities***

August 2007

This document contains a brief synopsis of each Local Workforce Investment Board's (LWIB) Individual Training Account (ITA) policy.

Pennsylvania is comprised of 23 Local Workforce Investment Areas (LWIAs) and 22 Local Workforce Investment Boards (LWIBs). The City of Pittsburgh and Allegheny County merged to form one LWIB known as the Three Rivers Workforce Investment Board.

If you have any questions pertaining to any of the individual policies within this document, please contact any of the LWIA Points of Contact.

BERKS COUNTY WORKFORCE INVESTMENT BOARD

ITA Funding Cap		The Maximum Duration Limit Of ITA
<u>Wage Expectancy</u>	<u>ITA Cap</u>	30 months
Below \$36k	\$5,000	
\$36k - \$50k	\$8,000	
Above \$50k	\$10,000	

- The ITA cap for 2007 is attached to the expected wage for the training/occupation. The wage expectancy is based on the average experience level for the occupation and the self-sufficiency wage. The cap will be at least sufficient to pay the cost of a Community College Associate Degree. The current cap meets that condition, but if that should change it will be adjusted accordingly.

The Expenses That May Be Paid For By An ITA

Tuition, application/registration fee, certifications, permits, licensure fees, books, physical exams, and uniforms if required. Other incidental costs may be paid.

Payment Mechanism Utilized

The Training Enrollment Form (TEF) is the financial agreement utilized for each ITA issued. The TEF is an executed training obligation signed by our LWIA COO and sent to the training provider to be counter-signed. The provider submits an invoice for payment of training services to our LWIA accountant. Payment is processed for the ITA obligation, only after our accounting clerk has received the first two weeks of the customer's attendance hours, the signed TEF has been returned, and a non-financial Master Agreement has been executed. Attendance is tracked by our LWIA through an internet-based website.

Is A Formal Contract Executed?

Yes. A non-financial Master Agreement for Occupational Skill Training is executed between our LWIA and the training provider. Our county controller will not issue payment to the provider until an executed contract is in place.

Additional Information:

The training provider is required to assist customers in applying to all Federal and non-Federal sources of financial assistance, including PELL grants. All PELL grants received are applied as the first source of funding and our LWIA is responsible for any balance included in the authorized financial contribution. A copy of the customer's Student Aid Report (SAR) is provided to the LWIA, along with the amount of any eligible PELL grant for the customer.

Local Points of Contact Information

Kathy Heckman, (610) 988-1354, e-mail kheckman@bccl.org
Alan Fineman, (610) 988-1356, e-mail afineman@bccl.org

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BUCKS COUNTY WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$6,000	18 Months

Expenses That May Be Paid For By ITA

Tuition, fees and related costs

Payment Mechanism Utilized

Invoices

Is A Formal Contract Executed?

Yes, contractual agreement (invoicing, follow-up, etc.) and ITA

Additional Information:

None

Local Point of Contact Information

Mary Ann Vitale, (215) 340-2020 or mvitale.bcoet@verizon.net

CENTRAL WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$6,000 Maximum	2 Years

Counties Served: Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder and Union

Expenses That May Be Paid For By ITA

The cost of required books, uniforms and tools might be included in the \$6,000 limit if the training provider includes the items in their contract with the cost of tuition.

Payment Mechanism Utilized

Invoicing for ITAs will be initiated by the training provider, approved by the Operator, and paid for by Central Pennsylvania Workforce Development Corporation (CPWDC).

Is A Formal Contract Executed?

There is a "Master Agreement" with the approved training providers. CPWDC also has a "Financial Rider" for each individual receiving training.

Additional Information:

Residency Requirement

Residents of the nine county Workforce Investment Area are given priority status to receive funding for training. If the individual lives in another Workforce Investment Area, that area must be contacted to ensure that there is no duplication of services being provided.

Funding Parameters

The limit of ITA funding is \$6,000 with customers applying for PELL and PHEAA whenever applicable. The first semester of school will not be paid for in Adult and Dislocated Worker Programs, but may be paid for with Youth or Welfare program funds. For Adult and Dislocated Worker programs, classes that cost less than \$1,000 and are less than a semester in duration may be paid for entirely with WIA funding if the customer is unable to contribute to the cost. For training programs that the cost exceeds \$1,000, but are not longer than a semester, the customer must contribute at least \$100 towards the cost of the training. If training costs exceed the established limits, the customer must make arrangements to pay the additional costs prior to using the Workforce Investment Act funding on a yearly basis. If a contract for a dually enrolled Trade and WIA customer exceeds \$6,000 in Trade funds, WIA Title I funding will not be added to the contract.

The cost of required books, uniforms and tools may be included in the \$6,000 limit if the training provider includes the items in their contract. No payments will be made directly to an individual.

Local Point of Contact Information

Pauline Guffey, (570) 522-0600 x 117 or pguffey@cpwdc.org
Sandie Fairman, (570) 522-0600 x 115 or sfairman@cpwdc.org

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CHESTER COUNTY WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$5,000	Maximum 2 Years

Expenses That May Be Paid For By ITA

Tuition, books, fees, uniforms, registration fees (any other costs directly associated w/ training).

Payment Mechanism Utilized

Cost reimbursement contract is developed with all training vendors utilized. Vendor can invoice LWIA for payment once customer begins training.

Is A Formal Contract Executed?

Yes, a formal contract is executed. A standard boilerplate contract is utilized. It is a non-financial 'umbrella' agreement. Individual approval letters are generated for each customer. These approval letters outline cost, tuition to be paid, start/end dates, etc.

Additional Information:

None

Local Point of Contact Information

Patricia Hennessy, (610) 344-6900 or phjennessy@chesco.org

DELAWARE COUNTY WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$8,000	1 Year

Expenses That May Be Paid For By ITA

Tuition, registration fees, lab fees, books, uniforms, tools and equipment, and test fees.

Payment Mechanism Utilized

The ITA form is the payment mechanism used by Delaware County Office of Employment and Training (DCOET). This form authorizes funds for training by the provider for the course listed on the form at the listed price.

Once the ITA is completed, the customer and the career consultant sign the form. In addition, they sign the Participant Responsibility form. The customer's signature on the Participant Responsibility form represents consent to his/her training responsibilities. The ITA is sent to DCOET for the Financial Manager's signature and then mailed to the training provider for signature.

Is A Formal Contract Executed?

A Non-Financial Agreement is written between the DCOET and the service provider. This agreement incorporates by reference the school catalog, the assurances applicable to WIA, the customer's Individual Employability Plan (IEP) and the ITA.

Additional Information:

Customers must also apply for PELL and PHEAA if applicable. Any amount of financial aid received will be deducted from the total tuition cost prior to the amount DCOET will pay (not to exceed our maximum). Also, any funds provided by a customer's former employer must be used prior to the amount DCOET will pay.

Local Point of Contact Information

Rita Brown, (610) 723-1213 or brownry@co.delaware.pa.us

LACKAWANNA COUNTY WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$8,000	24 Months

Expenses That May Be Paid For By ITA

Tuition, books, uniforms, test fees, and tools if necessary.

Payment Mechanism Utilized

School invoices the Fiscal Agent as they would a self-pay.

Is A Formal Contract Executed?

Only a signed voucher is required.

Additional Information:

All potential ITA recipients must first complete core and intensive activities as defined under the Workforce Investment Act. Once these steps are completed, the customer, working closely with an assigned Customer Service Representative, researches all training options and chooses the most appropriate avenue to best suit their needs.

In the development of the ITA, prior to issuance of a formal voucher, all applicable financial aid must be applied before WIA funding is approved for expenditure. The refund policy of the individual service provider is adhered to, when applicable.

Local Point of Contact Information

Cathy Gerard, (570) 344-7037 or cgerard@dli.state.pa.us

LANCASTER COUNTY WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$7,000 with an \$11,000 cap over a two-year period	2 Years

The Expenses That May Be Paid For By ITA

\$7,000 tuition cap per year, with an \$11,000 cap over the two-year funding period. Other required costs of training as outlined in the school catalogue are not included in the cap. If the participant qualifies for funding from other sources, reimbursement from these sources will be considered and the level of WIA funding will be reduced accordingly. If WIA funds and those from other sources are insufficient to cover full tuition and other costs, the provider is required to assess the customer's need to assist in the arrangement for private funding.

Payment Mechanism Utilized

Invoice.

Is A Formal Contract Executed?

Yes.

Additional Information:

Once determined eligible and suitable for an ITA, adults and dislocated workers may choose any program, which appears on the statewide list. In order to maximize available resources, the following criteria must be applied to adults and dislocated workers who are eligible to receive ITAs.

Labor Market Demand – Training must be in a demand occupation within the local labor market. Training is oriented to full-time, unsubsidized, permanent employment in the occupation(s) trained for a competitive wage.

Location – Training must be located within Lancaster County or an adjacent county that is within reasonable commuting distance unless training is not available in that market area. A legitimate request outside the area will be considered on an individual basis if costs are reasonable and customary for the service and travel and lodging expenses are not encumbered by the WIB.

Other – 1. All other factors being substantially equal, LETA reserves the right to select the most cost effective training option.

2. The LETA Executive Director may waive conditions contained in this policy for extraordinary circumstances and funding considerations.

Local Point of Contact Information

Kim Sullenberger, (717) 735-0333 or sullenbk@co.lancaster.pa.us

LEHIGH VALLEY WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$6,000	12 to 18 months depending on funding stream

Counties Served: Lehigh and Northampton

Expenses That May Be Paid For By ITA

The maximum training amount is \$6,000 per ITA. This amount includes the cost of tuition, fees, books, supplies and any other course requirements. Funds must be used to cover the cost of tuition first.

If tuition or other training expenses are covered under any other source of financial aid or reimbursement, those monies must be used first. Other funding sources could include Pell/PHEAA Grants, Trade Adjustment Assistance, G.I. Bill or company education assistance.

Payment Mechanism Utilized

ITAs are established through approval of a Training Purchase Order. Payment is generated after approval of a Training Invoice documenting all required training costs.

Is A Formal Contract Executed?

All training customers are provided with and sign a Training Policy outlining their responsibilities.

Training vendors, with state approved programs who wish to be funded through the Lehigh Valley Workforce Investment Area, enter into a non-financial agreement. This agreement outlines the referral, invoice, payment and administrative responsibilities of both parties.

Additional Information:

When funds are available, daycare and transportation assistance is provided as a supportive service to those who show need and are actively enrolled.

Local Point of Contact Information

Rose Ann Kisilewicz, (610) 439-1123, Ext. 293 or rkisilewicz@lvwib.org

LUZERNE-SCHUYLKILL WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$5,000 (but will adjust on a case-by-case review)	15 months but will be reviewed if a customer needs longer

Counties Served: Luzerne and Schuylkill

Expenses That May Be Paid For By ITA

Classroom tuition, books, supplies, and support services.

Payment Mechanism Utilized

Invoicing.

Is A Formal Contract Executed?

Yes.

Additional Information:

Each ITA is reviewed on an individual basis. We have dollar and time limitation but will waive them in certain situations according to each case need.

Local Point of Contact Information

Charlie Koflanovich, (570) 822-1101 x291 or ckoflano@lchrdd.org

Robert Sullivan, (570) 822-1101, x283 or rsulliva@lchrdd.org

Sharon Angelo, (570) 622-5253 or sangelo@redcogrp.com

MONTGOMERY COUNTY WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$3,500	24 Months - Recommended

Expenses That May Be Paid For By ITA

Tuition, Books, Materials necessary for training, Certification tests

Payment Mechanism Utilized

An ITA Authorization Form

Is A Formal Contract Executed?

Yes, a non-financial agreement (Master Agreement) is executed for every training site chosen by the customers.

Additional Information:

Once the ITA Authorization Form has been signed by all parties, (customer, career specialist, Director of Career Development, Fiscal Officer, and Contract Manager), a copy is faxed to the Training Provider to assure them that our WIB will pay for the training. However, no money is obligated until the original copy of the ITA has been signed and returned by the provider.

Local Point of Contact Information

Janet Dicenzo, (610) 278-3542 or jdicenzo@mail.montcopa.org

NORTH CENTRAL WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$7,500 for training in High Priority Occupations; Additional assistance may be provided to customers that have exhausted the maximum amount of the ITA and are in need of additional funds to pay direct educational expenses	2 Years

Counties Served: Cameron, Clearfield, Elk, Jefferson, McKean and Potter

Expenses That May Be Paid For By ITA

Presently, the policy is tuition only. However, each customer is required to complete an Educational Cost Worksheet identifying all related costs.

Payment Mechanism Utilized

The North Central Workforce Development, Title I, utilizes an ITA voucher representing a vendor procurement process. The customer in consultation with the Employability Counselor completes and signs the Educational Cost Worksheet verifying projected costs along with tuition. The school is notified via a letter of the ITA award to the student. The student is ultimately accountable for all payments to the school. School invoices are to be submitted in the name of the student and to the student. The student contacts the local Employability Counselor who, in turn, processes the invoice in accordance with the Educational Cost Worksheet. North Central's Fiscal Department will make payment to the school on behalf of the student in accordance with the authorized invoice.

Is A Formal Contract Executed?

No. An ITA is established using an Educational Cost Worksheet.

Additional Information:

North Central Workforce Development
Title I Operations
651 Montmorenci Road
Ridgway, PA 15853

Larry Horning, Director of Operations, lhorning@ncentral.com
Peggy Shilk, Information Management Systems Director, peggy@ncentral.com

1-800-242-5872; Fax 1-814-772-7945; website: www.pajobconnection.org

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NORTHERN TIER WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
<ul style="list-style-type: none">• \$7,500 per customer for training in occupations included on the High Priority Occupation List.• Additional assistance may be provided to customers that have exhausted the maximum amount of their ITA and are in need of additional monies to pay for direct educational expenses as described below.	2 Years

Counties Served: Bradford, Sullivan, Susquehanna, Tioga and Wyoming

Expenses That May Be Paid For By ITA

Tuition and the following may be included in an ITA: application fees, books, tools and uniforms necessary to complete the training program.

Payment Mechanism Utilized

The training institution invoices the WIA service provider for the total amount of tuition in the ITA contract minus expenses covered by other funding sources.

Is a Formal Contract Executed?

A formal contract is executed between the WIA service provider and the training provider.

Additional Information

ITA's can only be provided to customers who are residents of the Northern Tier Region.

Local Point of Contact Information

Sherry Felten, (570) 265-1516 or felten@northerntier.org
Melissa Fleming, (570) 265-1524 or fleming@northerntier.org

**NORTHWEST WORKFORCE INVESTMENT BOARD
(REGIONAL CENTER FOR WORKFORCE EXCELLENCE)**

ITA Funding Cap	Maximum Duration Limit of ITA
\$7,500	2 Years; however, longer ITAs will be evaluated on a case-by-case basis.

**Counties Served: Clarion, Crawford, Erie, Forest, Venango,
and Warren**

Expenses That May Be Paid For By ITA

A total of \$750 expenditures are allowed for the rental, lease or purchase of required durable goods and supplies (not including textbooks). Required textbooks are to remain paid within the general \$7,500 funding cap. This policy excludes funding for guns, clubs, nightsticks or mace.

Payment Mechanism Utilized

Funding will be spread across the entire length of the program by semester/term or other standard billing time frame. All invoicing should be sent directly to the student. It is the responsibility of the student/customer to make necessary arrangements for processing payments. Students are required to present the training facility invoice to their CareerLink staff case-manager within thirty (30) days of issuance, or the start of a semester/term. Payment requests presented after this thirty (30) day period will not be honored, unless a letter from the training facility accompanies the invoice explaining the delay. CareerLink staff will then coordinate information/invoicing with Fiscal Agent, which will trigger release of funds directly to the Training Provider.

Is A Formal Contract Executed?

Yes, a Letter of Commitment is executed either between GECAC (Greater Erie Community Action Center), student, and training institute or NRTI (Northwest Regional Training Institute), student, and training institute. An individual must complete the required progression of services, which consists of core and intensive services, prior to an ITA being issued.

Local Point of Contact Information

Paul Newlin, (814) 333-1286 x105 or pnewlin@nwpawib.org

PHILADELPHIA WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$6,000 (amount is re-evaluated quarterly)	2 Years, but longer programs will be decided on a case-by-case basis

Expenses That May Be Paid For By ITA

ITAs can be used to pay for tuition and non-tuition items. Example of non-tuition payments include, but are not limited to: registration/enrollment/application fees, “per credit” fees, required books, supplies, uniforms and tools, graduation fee, certification exams required/recommended for employability, etc. ITAs cannot be used to pay for computers, computer hardware, computer software, transportation expenses, living expenses, non-required/optional expenses, late fees, etc.

Payment Mechanism Utilized

Master Agreements (non-financial) are utilized for contracting terms and general agreement and Addenda (specific to each customer) are utilized to monitor contract and invoice performance. Invoice forms are provided with the Master Agreement.

Is A Formal Contract Executed?

Yes, both a Master Agreement and Addendum

Additional Information:

Occupational skills training for which an ITA is granted is limited to the occupations included on the statewide and Regional High Priority Occupation lists.

Local Point of Contact Information

Jamece Joyner, (215) 717-2017 or jjoyner@pwib.org

POCONO COUNTIES WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$5,000	1 Year (with exception for LPN programs which can be longer)

Counties Served: Carbon, Monroe, Pike and Wayne

Expenses That May Be Paid For By ITA

Tuition, books, supplies, required fees.

Payment Mechanism Utilized

Payment directly to the vendor, based on their standard payment schedule.
Payment initiated after student starts.

Is A Formal Contract Executed?

Master agreement with each school, Individual Purchase Order for each student.

Additional Information:

Students must apply for Pell, PHEAA, and related grants when they are available. These grants must be utilized before payment of WIA funds.
Customer cannot have participated in WIA funded ITA during previous 5 years.

Local Point of Contact Information

Christine Heintzelman, (570) 325-2464 or Pocsd15@ptd.net
Garry Wentz, (570) 325-2464 or gwtrain@ptd.net

SOUTH CENTRAL WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$7,500 maximum lifetime limit; However, training in selected courses in Health Care, Manufacturing, Logistics and Transportation, and Construction - \$10,000 maximum lifetime limit as determined by the WIB Executive Director	2 Years

Counties Served: Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry and York

Expenses That May Be Paid For By ITA

Tuition, books, fees, and other required costs associated with training. We require that all students apply for Pell, PHEAA, and related grants when they are available. These grants must be utilized before payment of WIA funds.

Payment Mechanism Utilized

Invoice payment request form.

Is A Formal Contract Executed?

Yes, the corporation executes an ITA agreement with an assigned contract number for each agreement (per participant) written.

Additional Information:

- Each ITA is looked at on an individual basis. We have dollar and time limitations but will waive these in certain situations according to each case need.
- The funding cap will stay at the \$7,500 maximum lifetime limit. However, training that falls under the following industries; i.e., Construction, Manufacturing and Health Care, will have a maximum lifetime limit of \$10,000.
- ITAs can only be used for certified programs that are on the statewide database. Also, the ITA must be used for "in-demand" occupations as approved by the state.
- Individuals must meet the eligibility requirements for either Title I or Dislocated Worker.
- The providers refund policy is effective under this policy
- Specific training courses will only be funded once. Students can repeat a failed course at their own expense.

Local Point of Contact Information

Christie Young, (717) 920-2847 or cyoung@wibpa.org

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SOUTHERN ALLEGHENIES WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
18 Months or less = Max. \$8,000 unless the training culminates in an Associates Degree from an accredited institution then \$15,000 will be awarded 18 Months to 24 Months = Max. \$15,000	2 Years

Counties Served: Bedford, Blair, Cambria, Fulton, Huntingdon and Somerset

Expenses That May Be Paid For By ITA

Tuition, Fees, Supplies and Books associated with training services

Payment Mechanism Utilized

Payments issued directly to training provider upon submission of invoice to fiscal agent.

Is A Formal Contract Executed?

No. A customer agreement is executed with the customer upon whom a purchase order is issued to the customer for approved WIA Occupational skills Training. Supplemental funding award amounts; i.e., Pell and PHEAA and other grant awards are deducted from the WIA award amounts.

Additional Information:

None.

Local Point of Contact Information

Jim Walker, (814) 949-6536 or walker@sapdc.org

SOUTHWEST CORNER WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$8,000	2 Years

Counties Served: Beaver, Greene and Washington

Expenses That May Be Paid For By ITA

Tuition, books, fees, licenses – any cost of the program that is required and is included on the CareerLink website listing

Payment Mechanism Utilized

An invoice is provided to the training provider. The training provider submits an invoice for payment based on the period breakdown on the ITA (such as per semester, term, class, etc.)

Is A Formal Contract Executed?

The WIB has a signed Non Financial Vendor Agreement with the training provider. The ITA services as the financial commitment.

Additional Information:

- ITAs will not be written for individuals with defaulted student loans.
- Students are required to complete financial aide forms if the program qualifies. PELL and PHEAA grants are deducted from the cost of the training when determining the ITA amount.

Local Point of Contact Information

Lisa Neil (Washington/Greene), (724) 229-1353 or lneil@bellatlantic.net

Kate Skoff-Hendrickson (Beaver), (724) 728-4860 or kskoff-hendrickson@dli.state.pa.us

THREE RIVERS WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$8,000 for residents of Allegheny County and the City of Pittsburgh. For non-residents the maximum will be the lesser of \$8,000 of the funding limit of the WIB in the customer's county of residence.	2 Years

Counties Served: Allegheny and City of Pittsburgh

Expenses That May Be Paid For By ITA

Tuition, books, and school supplies (if books and supplies are provided/sold by the school).

Payment Mechanism Utilized

Contract/billing process. When a student wants to attend a school, a letter of interest is written to the school from the CareerLink. A copy of the letter is sent to the customer. The school then sends a letter to the City of Pittsburgh or Allegheny County (depending on individual's residence and/or CareerLink site) fiscal department to request payment through an invoice process. Schools usually bill the City or County on a monthly basis, although providers on a semester schedule will bill by the semester.

Is A Formal Contract Executed?

Yes, between either the City and the school or the County and the school.

Additional Information:

None.

Local Point of Contact Information

Michelle Massie, (412) 552-7096 or mmassie@trwib.org

TRI-COUNTY WORKFORCE INVESTMENT BOARD

(ARMSTRONG, BUTLER AND INDIANA COUNTIES) SW#110

ITA Funding Cap	The Maximum Duration Limit Of ITA
\$7,000 for all Occupations	2 years

The Expenses That May Be Paid For By ITA

Tuition, application fees, tools and/or uniforms, and/or any costs of the program that is required and is included on the CareerLink website listing.

Payment Mechanism Utilized

School submits the invoice(s) for payment based on the period breakdown on the Individual Training Contract (such as per semester, term, class, etc.)

Is A Formal Contract Executed?

Yes. A formal Contract is executed for an ITA and a Master Agreement (Non-Financial Agreement) is executed through the Workforce Investment Board.

Additional Information:

- Students are required to complete financial aide forms if the program qualifies. Pell and PHEAA and related grants must be utilized before payment of ITA funds
- A daily rate of \$5 per day is paid to students who attend full-time (12 or more hours per week) and are not receiving Unemployment Benefits
- Students must indicate how the remaining costs of training will be funded
- To assist in determining suitability for a particular training program, all training decisions are determined after completion of a comprehensive vocational screening assessment
- Training must be a TCWIB demand occupation
- Will work cooperatively with OVR to share training expenses
- ITA's will not be issued to any student who does not have a high school diploma, GED or equivalent
- Individuals who receive ITA funding can only reapply every 5 years

Additional Point of Contact Information

Melinda Schultheis, (724) 282-9342 x 33

WEST CENTRAL WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$8,000	2 years

Counties Served: Lawrence and Mercer

Expenses That May Be Paid For By ITA

\$8,000 cap is limited to tuition and fees. Cost of books, tools, uniforms, etc. are over and above the cap.

Payment Mechanism Utilized

Training provider submits invoice to WIA and check is processed and mailed within two weeks.

Is A Formal Contract Executed?

A Master Agreement outlining general rules and regulations of the Workforce Investment Act is executed with each training provider on a one time only basis and remains in effect until revisions are warranted. Once an ITA is submitted, a one-page agreement is executed outlining the financial obligation for each participant approved for funding.

Additional Information:

Pell and PHEAA grants are deducted before WIA funds are applied. Participants may request ½ of the Pell grant be released to cover extraordinary training related expenses (transportation, etc). The participant must complete a budget showing the household income and expenses to document need. Each request is reviewed and approved on a case-by-case basis.

Additional Point of Contact Information

Heather Ratvasky, (724) 658-2501 or hratvasky@wcjp.org

WESTMORELAND-FAYETTE WORKFORCE INVESTMENT BOARD

ITA Funding Cap	Maximum Duration Limit of ITA
\$6,000	24 months

Counties Served: Fayette and Westmoreland

Expenses That May Be Paid For By ITA

Tuition, books, fees and tools are paid for with the ITA. We will, however, NOT pay any third party expenses. All invoices must be able to be paid directly to the training provider.

Payment Mechanism Utilized

Training providers submit invoices (included in contract) to Westmoreland-Fayette WIB for payment. Westmoreland-Fayette WIB will NOT pay for any third party expenses unless these are billed through the training provider. The provider is then paid by check.

Is A Formal Contract Executed?

The training provider will execute a Non-Financial Agreement with the Westmoreland-Fayette WIB. Student Riders are then executed and attached to the Non-Financial Agreement for each student funded through Westmoreland-Fayette WIB. The contract is between the Westmoreland-Fayette WIB and the training provider.

Additional Information:

- Training providers are expected to provide Westmoreland-Fayette WIB with the following prior to a contract being executed and payment being made:
 1. PDE 3808
 2. Copy of current state license (if applicable)
 3. Certificate of Liability
 4. Most recent financial statements
 5. Current handbook or school catalogue
 6. Training program description and course outline
 7. Refund procedures
 8. Grievance policy
 9. CareerLink certification (that website is current and up-to-date including providers valid email address) (provided by WIB for completion)
 10. Program and Organizational Information sheet (provided by WIB for completion)
- Training providers must have their completed CareerLink paperwork into the CareerLink office no later than 3 weeks prior to the start date in order for a contract to be issued.

Local Point of Contact Information

Sharon Pugliese, (724) 755-2145 x500 or spugliese@westfaywib.org

August 2007

