



WDB

Workforce Development Board

Burlington

BURLINGTON COUNTY WORKFORCE DEVELOPMENT BOARD INDIVIDUAL TRAINING ACCOUNT (ITA) – INCLUDING CO-ENROLLMENT OF YOUTH POLICY

DATE: July 1, 2022

PURPOSE

The Burlington County Workforce Development Board, as the Governor’s chosen administrative entity for the Workforce Innovation and Opportunity Act in Burlington County, is authorized to issue interpretations and exceptions as supported by applicable law, rules, and regulations of the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

In order to make available all needed services to our older out-of-school youth customers (18 years or older), Burlington County American Job Center will allow older out-of-school youth to enter training made available through WIOA Adult Individual Training Accounts (ITAs) through the State’s Eligible Training Provider List (ETPL) for demand occupations while retaining their “youth” classification. Youth meeting the respective program eligibility requirements may participate in adult and youth programs concurrently.

By allowing for WIOA Adult ITAs with providers and programs approved on the Eligible Training Provider List, there is flexibility in the ability to provide occupational opportunities in youth services. Additionally, it allows broader use of adult funds to be used on both older out-of-school youth and adult training services, ultimately enhancing delivery of occupational skills training and an increase in customer choice for youth.

POLICY

The following should provide guidance in the use of WIOA Adult ITAs for youth:

- This opportunity is strictly limited to older and out-of-school youth as defined by Title I the Workforce Innovation and Opportunity Act (WIOA).
- A high school diploma or its equivalent should be the first goal for all older and out-of-school youth.

- Employment Development Plans (EDP) must be developed and indicate the individual service design for all served. Where a diploma, its equivalent or remedial skills are lacking, the EDP must address steps to resolve the related barrier and to achieve success.
- All required barriers must still be considered for eligibility.
- There is an average of \$6,000 per ITA.
- The ITA must be in a documented demand occupation as approved by the Center for Occupational Employment Information (COEI). If the Workforce Development Board (WDB) believes that the occupation is in demand in its area but is not listed on NJTOPPS, the WDB can designate such an occupation as being in demand in accordance with the procedures outlined by the New Jersey Department of Labor and Workforce Development.
- All programs and providers used must be appropriately approved and appear on the Eligible Training Provider List.
- Staff must clearly track and account for the use of Adult funds for ITAs in AOSOS Services Module.
- All referrals must be reflected and consistent with the customer's service strategy as outlined in the Youth's ISS.

REFERENCES

- WIOA Sec. 129 and Sec. 134
- 20 CFR § 680.320
- 20 CFR § 681.430
- 20 CFR § 681.460
- 20 CFR § 681.550
- TEGL 3-15