



# Individual Training Account Policy

Approval Date: December 5, 2025

## Purpose

The purpose of this policy is to identify the parameters for ITAs for Greater Cleveland Works. The local parameters are set in order to standardize the delivery of ITA's to consistently provide training opportunities to Greater Cleveland Works participants.

## Background

ITA training is one or more courses or classes, or a structured regimen that provides the services that are listed in federal 20 C.F.R. 680.200 and leads to:

1. An industry-recognized certificate or certification, a certification of completion of a registered apprenticeship, a license recognized by Ohio or the Federal government, or an associate or baccalaureate degree;
2. A secondary school diploma or its equivalent;
3. Employment; or
4. Measurable skill gains toward a credential.

To be eligible for training services, Greater Cleveland Works determines whether participants are appropriate for training services. Determination of appropriateness is done by completion of an interview, evaluation or assessment, and career planning. Assessment may include, among other things;

1. A combination of standardized tests;
2. Inventory of participant's interests, skills assessment, career exploration, and
3. Available labor market information.

## Greater Cleveland Works Parameters

1. A participant who has been determined eligible for training services may select a training/educational provider with the approval of the appropriate Greater Cleveland Works staff who will consider a range of factors, including but not limited to, provider performance, proximity and cost.
2. A participant may only select a training/educational provider that meets the following criteria:
  - a. Per State of Ohio requirements (WIOAPL No. 15-09.1, WIOAPL No. 15-10, and rule 5101:14-1-02 of the Administrative Code), training services for which ITAs are used shall only be delivered by providers who have met the eligibility criteria and are listed on the Workforce Inventory of Education and Training (WIET) pursuant to section 122 of WIOA; and
  - b. The training/educational provider must have a locally approved and current/active executed agreement, indicating they understand and agree to adhere to the local area terms and conditions, with Greater Cleveland Works before an ITA begins; or
  - c. A Registered Apprenticeship Program in accordance with clause 20 below.
3. An ITA will be issued per the demand occupation policy or in a case where Greater Cleveland Works can certify that a job opportunity exists.
4. Training must be in occupations identified as 'growth' or demand occupations identified as 'emerging, with the potential for growth' as defined within the demand occupation policy. Exceptions will be approved only when an employer commits to hiring the participant upon the successful completion of training.



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5. Training should be directly related to achieving an employment placement outcome. The employment outcome must be occupation specific. For example, if the employment goal is “To become a truck driver” obtaining truck driver training certification and a CDL license is appropriate.
6. ITAs may not exceed two years. Exceptions to the two-year timeframe may be made for training requests in demand occupational areas that incorporate learn-and-earn opportunities such as apprenticeships. Additionally, the Board may grant additional exceptions for special pilot programs that are being tested. Requests should include evidence that financial support, beyond funding provided by Greater Cleveland Works, is available during extended training periods. An ITA may be withdrawn if a participant fails to maintain at least a “C” average or does not meet the training institution’s good standing status.
7. An individual must demonstrate that they have the financial resources to support themselves while in training, be suitable for the training referral, job ready by the completion of training, appropriate for employment by the end of the training, and able to achieve competency levels required by the targeted employment occupation. After the completion of occupational training, if the participant is not employed, the individual is required to continue job search activities through Greater Cleveland Works. If the participant fails to actively engage in job search activities, Greater Cleveland Works reserves the right to seek restitution (see clause 19 below).
8. All participants shall apply for the Pell Grant and/or other Federal/State Grants if the training desired qualifies for these types of grants. Depending on need and the availability of funding, Pell funds may be combined with other funding (i.e., TAA, veterans, TANF, HUD E&T, incumbent worker including, but not limited to, workers effected by potential layoff prior to official notice) to cover total expenses. A participant must apply for Pell funds prior to the beginning of training and submit confirmation of the application. These funds can be applied for electronically using the Internet, working with the training/educational provider’s financial aid office or with the assistance of Greater Cleveland Works staff or partners.
9. A finalized Student Aid Report (SAR) as well as a copy of the final award determination must be presented to Greater Cleveland Works when confirmation of all award amounts is available. The final amounts may result in an ITA amendment (i.e. reduction in ITA award amount) as Greater Cleveland Works funds are last dollar(s) in. Furthermore, if all outside funds meet the training amount needs, the ITA will be reduced to zero.
10. Funding may be considered for college level programs under the following conditions:
  - a. Satisfaction of a certificate or degree is required upon completion.
  - b. Participants must agree to and sign the Sponsorship/ITA agreement.
  - c. Participant must agree to job placement assistance upon the completion of training.
  - d. An ITA may be issued based upon the following criteria:
    - i. Participants must be in the last two years of the program (e.g. remaining hours are equal to or less than 50% of the total credit hours required for the degree) and is in an in-demand occupation or critical job.
    - ii. Participants must complete within 104 weeks including the summer sessions.



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- iii. Participants who have completed previous coursework, with an overall GPA less than 2.0, will be placed on academic probation for the 1st sponsored semester and evaluated each semester for future funding. A participant must obtain a GPA of 2.0 for any sponsored semester.
11. The participant must present evidence as to how the proposed training will result in steady employment, earning a wage that leads to self-sufficiency. Training that leads to an annual wage below the Workforce Innovation and Opportunity Act (WIOA) performance measures for Adults and Dislocated Workers must show career pathway progression.
12. An ITA will not be used for payment of late fees caused by participant error or delay. The participant will be responsible for these items, as they are responsible for other fines or penalties or any other outstanding charges. Other items an ITA will not cover include, but are not limited to, health insurance; computer hardware, software and/or applications and warranties; smart device (i.e. tablets, phones, etc.) hardware, software and/or applications and warranties; and internet charges and fees.
13. An ITA will not be awarded if a past due balance exists with the training/educational provider. Furthermore, an ITA will not be awarded if the participant is in default status on repayment of any other funding. However, if a formal payment plan between the training/educational provider and/or lender and the participant is in place an ITA may be considered.
14. No ITA payment to a school can result in a refund to the participant/student.
15. ITA Funding parameters are as follows:
  - a. **\$6,000.00** maximum for ITA training funded by Greater Cleveland Works. Exceptions to the \$6,000.00 threshold will be in the following sectors:
    1. Information Technology sector for in-demand occupations where the ITA maximum amount will be **\$8,500.00**;
    2. Manufacturing sector for in-demand occupations where the ITA maximum amount will be **\$7,500.00**;
    3. Health Care sector for in-demand occupations where the ITA maximum amount will be **\$7,500.00**;

Exceptions to the financial maximum may also be made for training requests in demand occupational areas that incorporate learn-and-earn opportunities such as apprenticeships or Board authorized special pilot programs. Additional funding may be available (i.e., TAA, VSTP, TANF, HUD E&T) and will be approved based on each source's established provisions.

- b. Participants are eligible for ITA training in one occupation. Multiple ITA's may be approved if training is related to one occupation.



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- c. After funds have been allocated, any course change(s) must be communicated to Greater Cleveland Works. In addition, a written request for approval of the course change(s) must be submitted by the participant/student to the appropriate Greater Cleveland Works before any such action is taken. Finally, approval must be granted, in writing, by Greater Cleveland Works prior to the change(s) taking effect. Failure to notify Greater Cleveland Works and receive written approval from Greater Cleveland Works prior to any change(s) may result in the reduction and/or elimination/cancellation of the ITA.
16. ITA training/educational providers must itemize expenses related to training, including but not limited to the following: books, tuition and fees, supplies, tools, certification, licensing, testing fees, physicals for entrance into training (if not covered by participant's medical insurance), medical requirements for training entrance (if not covered by participant's medical insurance), etc. All amounts for these expenses are included in determining the total amount of the ITA and cannot exceed the ITA established maximum defined in 15a.
17. If the cost of training exceeds funding limitation guidelines, Greater Cleveland Works staff should assist in developing a financial plan to cover the total costs of training. All grants awarded, such as PELL, shall be used as the first source of funding and must be applied only to the tuition expenses. Participants are not required to apply for personal and/or student loans.
18. ITAs will only be approved for qualifying individuals when all of the following requirements are met **and these requirements supersede all others outlined above:**
  - a. The training institution will accept the performance payment points identified in the Policy for Agreements and Payments to Eligible Training Providers policy, unless they are a public institution.
  - b. WIOA Adult Limitation – No more than twenty percent (20%) of the total WIOA Adult training budget can be used for ITA's for one occupational training area. There are no such limitations for occupational training areas prioritized as sector partnerships.
  - c. ITA's for Software Coding Bootcamp and Information Technology Independent Certifications:
    - i. Participant must have proven work experience; or
    - ii. Deemed to have basic skills. At a minimum the participant must have previously successfully taken some classes in an IT related field and/or demonstrate:
      - The ability to navigate either Microsoft or industry-specific software;
      - Understanding Word Processing and Spreadsheet applications;
      - Understanding graphics and multimedia;
      - Understanding basic computer terminology (i.e. CPU, Browser, Applications, Modem, Memory, etc.)

The ITA must be in compliance with the other parameters of this policy. Exceptions will be made with the approval of the Executive Director or his/her designee.

19. Greater Cleveland Works reserves the right to seek restitution and damages in cases of misrepresentation, fraud, noncompliance or abuse of funds.



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20. Registered Apprenticeship Programs - Only registered apprenticeship programs that have been approved by the Ohio Department of Job and Family Services' (ODJFS) ApprenticeOhio as a recognized State apprenticeship programs, will be permitted to enter into ITAs with Greater Cleveland Works to fund the educational portion of the registered apprenticeship for eligible apprentices. ITA's may also be used to finance pre-apprenticeship training in preparation for the formal registered apprenticeship training if the pre-apprenticeship program provider has been approved as an Ohio eligible training provider.
21. All ITAs must follow all of the policies outlined above with the following notable exceptions:
  - a. WIOA Out of School Youth:
    - i. Training is available for youth ages 18-24 (out of school youth ages 16-17 are not eligible for ITAs per WIOA section 129(C)(2)(D) and Proposed 20 CFR 681.550).
    - ii. Receipt of Youth ITA funding will not impact a participant's ability to be awarded other funds (e.g. other WIOA funding, TANF, CCEAP, etc.) at any time. Nor will a Youth ITA amount be considered as any portion of those other funds.
    - iii. Approval of Youth funded ITAs for training, course work and expenses outside of the scope of this policy can be provided. (e.g. pre-requisite courses or courses to increase skills proficiency)
    - iv. Desired outcomes for Youth funded ITA's include, but are not limited to, job placement, attainment of skills gains and obtainment of certificates, credentials and/or diplomas.
  - b. Cuyahoga County Educational Assistance Program (CCEAP) also known as the County Scholarship (CS):
    - i. CCEAP funded ITA's must not exceed \$5,000.00
    - ii. CCEAP funded ITA's are to be used for the last semester or quarter of training. The last semester or quarter may not exceed 18 months.
  - c. Temporary Assistance to Needy Families (TANF):
    - i. TANF funded ITAs for non-demand occupations are allowable and will be approved when eligibility is met and funding is available.
  - d. Trade Adjustment Account (TAA):
    - i. Where conflicts exist, Trade Law supersedes the Greater Cleveland Works ITA policy.
  - e. Other Funds:
    - i. Should conflicts exist, exceptions may be considered on a case by case basis.