



**Local Workforce Innovation And Opportunity Act (WIOA) Policy No. 2017-PL-05**

**To: All Delegate Agencies, One-Stops and Sector Centers**

**From:**   
**Karin M. Norington-Reaves**  
**CEO, Chicago Cook Workforce Partnership**

**Subject: ITA ISSUANCES AND ALLOCATIONS CONTROL**

**Date: March 30, 2017**

**Purpose:**

The purpose of this policy is for The Partnership to execute superior controls over management of the issuance of Individual Training Accounts (ITAs). ITAs are vouchers used to pay the full or partial cost of employment training programs for WIOA registered customers.

**Policy**

The Partnership shall enforce procedures with the Training Assessment Review Agency (The TARA). The TARA reviews, approves and processes ITA applications submitted by The Partnership's workforce centers and delegate agencies. The Partnership shall identify quarterly maximum funding limits for each funding stream and instruct the TARA to adhere to the quarterly funding limits. The Partnership and the TARA will closely monitor the ITA usage and identify dates for suspension of the ITAs, if any. Consistent application of the procedures outlined herein will effectuate controls.

As ITA issuances trend toward surpassing the limit of a quarter's allocation beyond anticipated fluctuations the standard message noted below shall be communicated to the WIOA network system. The TARA shall be instructed to stop issuing ITAs until the first day of the next quarter.

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**STANDARD MESSAGE FOR TEMPORARY SUSPENSION OF ITAs**

The following message shall be communicated within the network when it becomes necessary to temporarily halt ITAs:

“Due to the heavy volume of requests for ITAs, we have temporarily suspended issuing vouchers at this time for the current quarter. Providing optimal service and as many opportunities as possible for our customers to access our services is important to The Partnership. However, there is a finite amount of available resources and, on occasion, demand exceeds supply. Temporary suspension of the ITA voucher program will enable The Partnership to ensure responsible resource management.

Effective immediately no Basic Information Forms (BIFs) or ITA applications shall be submitted to the TARA for the affected Title. The TARA will process any pending applications.

Unless otherwise instructed, you should anticipate that funds for ITAs will again become available on the first day of the next quarter.”

## **EXCEPTIONS**

The Partnership has established certain exceptions to ITA stoppages which include the following:

- Approved Community College courses (*This exception may only apply to Fall and Spring schedules. The Chicago Cook Workforce Partnership may include or exclude this exception depending on time of the year*)
- Nursing Programs or other long-term programs which are paid for in the final semester
- Bridge and Classroom Training
- Special Initiatives, where the commitment of training dollars is required by the funding source

ITA stoppages never apply to Veterans.

This notice does not affect On-the-Job Training obligations or payment request.

### **Effective Date:**

Immediately upon Board approval.