

PO Box 995
1550 Gadsden Street
Columbia, SC 29202
www.dew.sc.gov



Nikki R. Haley
Governor

John L. Finan
Executive Director

STATE WIA INSTRUCTION NUMBER: 10-02

TO: All Local Workforce Investment Areas (LWIA)

SUBJECT: WIA Participant Lifetime Individual Training Account (ITA) Cap

ISSUANCE DATE: April 20, 2011

EFFECTIVE DATE: May 1, 2011

PURPOSE: This guidance provides additional detail on implementation of the Workforce Investment Act (WIA) participant lifetime ITA cap imposed by the State Workforce Investment Board (SWIB).

BACKGROUND: In response to the South Carolina Legislative Audit Council review of the WIA program, the SWIB established a lifetime maximum training cap to ensure consistent and effective use of WIA training dollars throughout the state.

POLICY: A lifetime limit on ITAs for classroom training is set at a maximum of \$14,000 per WIA participant. Each LWIA should continue to enforce its own locally approved ITA cap, if stricter than the state-imposed ITA cap.

ITAs include tuition, books, tools, uniforms, fees and supplies required for the completion of training. Training costs are paid with ITA vouchers. Supportive services are not included in the training. Any portion of the total training that is paid with resources other than WIA funds (i.e. PELL, Lottery, TAA, etc.), will not count toward the training cap.

Additional Policy Considerations:

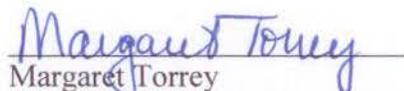
- GED and/or basic skills training is included in the lifetime ITA cap. Therefore, using the most expeditious and cost efficient means of acquiring these prerequisites is imperative.
- Allowing participants to attend training on a part-time basis increases the cost of training and the time it takes to complete training. Therefore, full-time training should be the norm.

ACTION: Any and all exceptions made by the LWIA must be documented on the attached form and submitted to the SC Department of Employment and Workforce (DEW) Internal Audit and Quality Assurance staff before or during the annual financial audit visit. All exceptions will be reviewed by the SWIB One-Stop Management Committee.

The LWIA must utilize a system to document all training costs for each WIA participant. The Virtual OneStop (VOS) Individual Fund Tracking (IFT) module is available and recommended for this purpose. If a local area chooses to use a separate tracking system, the DEW staff must have access to the records.

This policy is in effect for all WIA participants that begin training on or after May 1, 2011.

INQUIRY: Questions may be directed to Mary jo Schmick at (803) 737-2708 or mschmick@dew.sc.gov.


Margaret Torrey
Assistant Executive Director
Employment and Training

Attachment

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

WIA Participant Lifetime Individual Training Account (ITA) Cap Justification Report

Section 1: LWIA Information

| |
|----------------------------|
| GRANTEE NAME: |
| LWIA: |
| CONTACT PERSON: |
| REPORTING PERIOD END DATE: |
| LOCAL TRAINING CAP: \$ |

Section 2: Participant Information

Complete the contact information for participant and training amount.

| PARTICIPANT NAME / STATE ID#: | BEGINNING TRAINING DATE: | END TRAINING DATE | TRAINING TITLE | TRAINING PROVIDER | AMOUNT OF TOTAL TRAINING | STUDENT CURRENT STATUS: FULLTIME OR PARTIME | INDICATE REASON FOR EXCEEDING THE LIFETIME ITA CAP: (BE SPECIFIC & IF NEEDED ATTACH ADDITIONAL DOCUMENTATION) |
|-------------------------------|--------------------------|-------------------|----------------|-------------------|--------------------------|--|---|
| | | | | | \$ | | |
| | | | | | \$ | | |
| | | | | | \$ | | |

Section 3: Signatures

SIGNATURE:

TYPE/PRINT NAME:

DATE: