



Official

**Capital Area Michigan Works! (CAMW!)
Policy Issuance (PI): 06-01, Change 10**

Date: April 6, 2018

To: Capital Area Michigan Works! Sub-Recipients

Subject: Individual Training Account (ITA) and Eligible Training Provider List

Programs

Affected: Workforce Innovation and Opportunity Act (WIOA); Partnership, Accountability, Training and Hope (PATH); and Food Assistance Employment and Training (FAE&T) Programs

Rescissions: None

Background: Capital Area Michigan Works! has policy to provide guidance to program sub-recipients utilizing Individual Training Accounts (ITAs) and the Eligible Training Provider List to provide training services for eligible clients.

Policy: Federal and state-funded workforce development programs support training services for individuals. The majority of these programs also require that training be restricted to occupations for which a demand for trained workers exists or is forecast to occur in the future.

WIOA Section 134(c)(3)(A) of the Workforce Innovation and Opportunity Act of 2014 references:

“Training services ... directly linked to occupations that are in demand in the local area, or in another area to which an adult or dislocated worker receiving such services is willing to relocate. In alignment with the WIOA key reform principals, and service

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requirements, statistical information on industry and occupational projections must be provided and given strong consideration when determining training.”

Occupational Employment Forecasts provided to Capital Area Michigan Works! are used to develop a list of occupations that will be in demand in the Capital Area Michigan Works! region. The primary database for this information is provided through **Labor Market data** produced by the State of Michigan Department of Technology Management and Budget (DTMB) and through employer feedback provided to the CAMW! Business Services Team. The “*List of Demand Occupations*” is produced by Capital Area Michigan Works! for the primary purpose of identifying occupations that are in demand in the Capital Area Michigan Works! region.

This occupational demand data is the local component of Eligible Training Provider List data found on the Michigan Training Connect (MiTC) and Individual Training Account (ITA) system. These components are described more fully in this report.

Michigan Training Connect (MiTC) Eligible Training Provider List

The Capital Area Michigan Works! system provides job specific and occupational skill training to individuals who meet eligibility criteria established through a number of federal and state workforce development programs.

The intent of the Workforce Innovation and Opportunity Act (WIOA) is to allow job seekers, who are eligible to receive training services, freedom of choice in selecting a training program from the State’s Eligible Training Provider List (ETPL). This is applicable to the Partnership. Accountability. Training. Hope. (PATH) program and the Food Assistance Education and Training (FAE&T) program as well in the CAMW! system.

Michigan’s Eligible Training Provider List is the Michigan Training Connect (MiTC). The MiTC is a consumer-oriented, web site designed to provide the general public with useful and accurate information about education and training programs available throughout the State. The web address is <http://www.mitalent.org/mitc>.

To ensure that a broad range of providers are included in the training provider database, training providers who wish to receive discretionary funds from the Talent Investment Agency, State of Michigan (TIA) will be required to post their program(s) on the MiTC, whether or not they serve WIOA-ITA eligible participants. To be included on the MiTC, all training providers must supply required information, as well as performance data, on each program of study submitted for approval. The training provider enters information for each program of training into the web-based system. Program descriptive information and performance data must be submitted for each training and is

reviewed for subsequent approval on an annual basis. MiTC staff at the TIA initiate the first step in the approval and annual review process of training providers and programs, followed by a subsequent review and approval by a designee(s) at each Michigan Works! agency. CAMW! follows the TIA MiTC Policy Manual, which transmits requirements and guidelines with respect to the ETPL. The manual contains information regarding eligible providers and programs of training services, performance standards, and licensing requirements.

The general structure of the ITA System is defined in the Workforce Innovation and Opportunity Act of 2014, as well as in TIA policy. The ITA System will facilitate the provision of training services for all WIOA funded initiatives through the TIA. ITAs support consumer choice in the selection of training providers and empower individuals to make informed education and career decisions. In alignment with WIOA regulations § 680.210, training services may be made available to eligible individuals who are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds, Trade Adjustment Assistance (TAA), and Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants (provisions relating to fund coordination are found at § 680.230 and WIOA sec. 134(c)(3)(B)).

Demand Occupations

All training services supported through CAMW! must be directly linked to occupations that are in demand in the region or occupations in sectors of the economy that have a high potential for sustained demand or growth in the local area, or in another area to which an eligible individual is willing to relocate. Exceptions may be granted on a case-by-case basis.

Individual Training Accounts (ITAs) are established on behalf of an individual eligible to receive job specific or occupational skill training. The goal of an ITA is to enable customers to acquire skills that will enable them to obtain employment in an occupation in demand in the Capital Area Michigan Works! labor market area. ITAs are not intended to facilitate the acquisition of degrees, diplomas, or certificates strictly for the sake of education. Acquisition of an ITA must have a direct connection in preparing the customer for a specific occupation available in this labor market. Occupational skill training is expected to result in a credential that meets the federal and state credential standards of being industry-recognized, portable, third-party validated/accredited, and stackable.

Occupations in demand of skilled workers or occupations in industries with a sustained high demand or growth are defined by Capital Area Michigan Works! This information is periodically updated and released through the attached **“List of Demand Occupations.”**

Guidelines

1. Training services are provided to equip individuals to enter the workforce and retain employment. Enrollment into a training service is only to be made available to individuals after an interview, assessment, or evaluation determines that the individual required training to obtain employment or remain employed.
2. The participant, after an interview, evaluation or assessment and having been determined by the case manager to be in need of training services (Individual Employment Plan/Individual Service Strategy development) and to have the skills and qualifications to successfully participate in the selected program of training, may be considered for an ITA.
3. The participant must use the Michigan Training Connect (MiTC) to ensure the training program is on the Eligible Training Provider List when choosing a training institution.
4. The participant must be unable to obtain other grant assistance for such services, including Federal Pell Grants established under Title IV of the Higher Education Act of 1965; **or** require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.
5. Capital Area Michigan Works! sub-recipient staff will inform and facilitate career decisions. However, the customer retains the choice to access training for WDB-approved demand occupations from any ITA-eligible training provider on the MiTC Eligible Training Provider List.
6. The maximum amount of tuition assistance is up to \$10,000 for up to two years of training, unless a waiver is submitted and approved for additional tuition assistance. This is a one-time award.
7. ITAs are valid for a period of one semester, one quarter or the equivalent division of training from the date of issuance. ITAs are renewable based on successful completion of each training period, funding availability and continued occupational demand.
8. The sub-recipient must input the required information into the State's One Stop Management Information System (OSMIS) for all ITA activity.
9. The sub-recipient is responsible for completing the training agreement, obtaining progress reports, assisting clients with placement in a job, and conducting follow-up. Sub-recipients must maintain contact with clients to help assure successful participation and completion. Case-notes are required to be updated in the OSMIS **on a monthly basis** at

minimum throughout the training period to document program progression.

10. ITAs may be granted for training occupations that are not on the **List of Demand Occupations**. However, in order to do this, a written request (letter or email) must be submitted to the Chief Operating Officer, or other CAMW! designee, by the head of the sub-recipient agency. The request should include the following information:

- a. The name of the person for which the exception is being requested;
- b. Supplementary data substantiating why the training should be allowed;
- c. The length of time the training will take;
- d. The cost of the training; and
- e. The institution to provide the training.

The COO, or CAMW! designee, will make a determination and provide a written response to the request.

Action: Effectively immediately, all Capital Area Michigan Works! sub-recipients shall take action necessary to insure concurrence with this policy issuance.

Inquiries: Questions regarding this policy should be directed to Carrie Rosingana, Chief Operating Officer, at (517) 492-5506, or Tekea Norwood, Program Compliance Officer, at (517) 492-5541.

In accordance with the Americans with Disabilities Act, information contained in this policy issuance will be made available in alternative format (large type, audio tapes, etc.) upon written requests received by this office.

Expiration: Continuing

(SIGNED)
Edythe Hatter-Williams
Chief Executive Officer



**CAPITAL AREA MICHIGAN WORKS!
LIST OF DEMAND OCCUPATIONS AS OF APRIL 6, 2018**

Manufacturing Occupations

Computer Aided Design (CAD)
CNC Machine Tool Operator/Programmer
Electrician
Engineer
Food Processing Manager
General Assembler
Industrial Engineering Technician
Industrial Mechanic/Machine Repair
Industrial Production Manager
Industrial Truck and Forklift Operator
Machine Operator
Material Handler
Millwright
Pipefitter
Plant Manager
Production Machinery & Controls Maintenance
Production Machinery & Controls Fabrication
Productions Planners and Clerks
Purchasing Agent
Quality Control Technician and Manager
Robotics
Tool and Die Maker
Welders, Cutters, and Solderer

IT Occupations

Computer Programmer/Analyst
Computer Support Specialist
Database Administrator
Information Systems Manager
Network Administrator
Software Engineer and Developer
Software Tester/Quality Assurance
Systems Analyst
Web Design/Graphic Design

Finance Occupations

Accountant, Bookkeeper, CPA, Account Clerk
Claims Adjuster/Examiner, Cost Estimator
Financial Analyst

Healthcare Occupations

Certified Nursing Aide
Certified Occupational Therapist Assistant
Diagnostic Medial Sonographer
Emergency Medical Technician/Paramedic
Medical and Health Service Manager
Medical Assistant
Medical and Clinical Lab Technician
Medical Records/Health Information Technician
Nurse
Occupational Therapist
Patient Care Technician
Physical Therapist; Physical Therapist Assistant
Radiologic Technician
Respiratory Therapist
Surgical Technologist

Other Occupations

Administrative Support
Certified Auto Mechanic/Technician
Certified Truck Driver
Civil Engineer
Construction Management
Customer Service Representative
Grant Writer
Heavy Equipment Operator
Human Resources
HVAC
Logistics Analyst
Management
Marketing and Communications
Paralegal and Legal Assistant
Public Safety/Police Officer/Firefighter
Utility Plant Operator, Certified
Social and Human Services