



OFFICIAL

**Capital Area Michigan Works! (CAMW!)
Policy Issuance (PI): 06-01, Change 9**

Date: February 18, 2016

To: Capital Area Michigan Works! Contractors

Subject: Individual Training Account (ITA) Policy

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 a policy manual to provide guidance to contractors utilizing Individual Training Accounts (ITAs) to provide additional training services for eligible clients.

Policy: Numerous federal and state-funded workforce development programs support occupational skill training 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 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 the ***Labor Market data*** produced by the Workforce

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Development Agency, State of Michigan (WDASOM) and through employer feedback provided by the CAMW! councils. 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 the Michigan Training Connect (MiTC) and Individual Training Account (ITA) system. These components are described more fully in this report.

Michigan Training Connect (MiTC)

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. 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 known as 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>, then click on “Training Search.”

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 WDASOM will be required to post their program(s) on the MiTC, whether or not they serve WIOA-ITA eligible participants. To be included in the MiTC, all training providers must supply data on each program of study. The training provider enters information for each program of training into the web-based Internet system. Program descriptive information and performance data must be submitted for each training site.

The general structure of the ITA System is defined in the Workforce Innovation and Opportunity Act of 2014, as well as in WDASOM policy. The ITA System will facilitate the provision of training services for all WIOA funded initiatives through the WDASOM. ITAs support consumer choice in the selection of training providers and empower individuals to make informed education and career decisions. ITAs are only available to eligible individuals who are unable to obtain grant assistance from other sources to pay for education and training, such as Pell Grants.

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 to only 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 customer, 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) 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! contractor 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 statewide 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 contractor must input the required information into the State's One Stop Management Information System (OSMIS) for all ITA activity.
9. The contractor is responsible for completing the training agreement, obtaining progress reports, assisting clients with placement in a job, and conducting follow-up. Contractors 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 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 other CAMW! designee, will make a determination and provide a written response to the request.

Action: Effectively immediately, all Capital Area Michigan Works! contractors 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 Tai'ge Abdullah-Raheem, PATH Coordinator, 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

Manufacturing Occupations

CAD
CNC Machine Tool Operator
CNC Programmer
Electrician
Engineer (Electrical, Environmental, Industrial, Mechanical)
Food Processing Manager
General Labor/Assembler
Industrial Engineering Technician
Industrial/Maintenance Electrician
Industrial Mechanic/Machine Repair
Industrial Production Manager
Industrial Truck and Forklift Operators; Material Handler
Machinist
Manufacturing Engineer
Millwright
Mixing and Blending Machine Operator
Molding and Casting Machine Operator
Pipefitter
Plant Manager
Production Machine Operator
Production Machinery & Controls Maintenance & Fabrication
Production Planners and Clerk
Production Supervisor/Team Leader
Purchasing Agent
Quality Control Technician
Quality Manager/Supervisor
Tool and Die Maker
Welder, Cutters, and Solderer

IT Occupations

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

Healthcare Occupations

Certified Nursing Aide
Certified Occupational Therapist Assistant
Diagnostic Medical Sonographer
Emergency Medical Technician, Paramedic
Licensed Practical Nurse
Medical and Health Service Manager
*Medical Assistant (*requires waiver for AD/DW)
Medical and Clinical Lab Technician
Medical Records/Health Information Technician
Occupational Therapist
Patient Care Tech
Physical Therapist
Physical Therapist Assistant
Radiologic Tech
Registered Nurse
Respiratory Therapist
Surgical Technologist

Finance Occupations

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

Other Occupations

Administrative Support, Word Processing
Attorney
Certified Auto Mechanic/Technician
Certified Truck Driver; CDL
Civil Engineer
Construction Management
Customer Service Rep
Grant Writer
Human Resources
HVAC
Logistics Analyst
Marketing and Communications
Paralegal and Legal Assistant
Public Safety, Police Officer, Firefighter
Senior Manager
Sewage Plant Operator, Certified
Social and Human Services