CDO WORKFORCE DEVELOPMENT BOARD

Individual Training Accounts

DATE: June 14, 2019

APPLIES TO: WIOA Title I - Adult, Dislocated Worker, and Youth Programs

Individual Training Account Policy

The CDO Workforce Development Board will contribute up to $5,000 towards tuition, books and fees for completion of training that leads to a degree, certification, or license. The following criteria must be met:

Trainee must be a resident of Chenango, Delaware or Otsego County.
- A comprehensive assessment must be provided prior to issuing an ITA.
- Training must be listed on the NYS Eligible Training Provider List.
- Training can last up to 52 weeks and must be completed within that time frame.
- Training must be directly linked to local employment opportunities as indicated on the LWDB Priority Occupations List, as established in the Regional Plan, and/or on an Occupational Demand Analysis providing supportive evidence of the demand.
- May not exceed a total of $6,000 when combined with any supportive service funds.

Students enrolled in a credited program must maintain a minimum 2.0 cumulative grade point average. Those in non-credited programs must have documented satisfactory progress. If a student falls below the minimum, he/she may be subject to loss of benefits.

Customers interested in CDL Training will only be considered after the following requirements have been met:
- Hardcopy of their current abstract from the Department of Motor Vehicles revealing NO alcohol related offense within the last 10 years, and

The WDB Executive Director can grant an exception to the policy on a case-by-case basis if it meets additional needs of the customer and there is available funding. Each exception must be approved in writing and kept in the customer’s file.

JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER’S INDIVIDUAL SERVICE STRATEGY.