ALABAMA WORKFORCE INVESTMENT SYSTEM

Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office 5690
Montgomery, Alabama 36103-5690

February 2, 2007
GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2006-06

SUBJECT: *Individual Training Account/Individual Referral Guidelines*

1. Purpose. This Directive transmits the January 2007 edition of the Workforce Development Division's revised *Individual Training Account/Individual Referral Guidelines.*

2. Discussion. These *Guidelines* contain policies and procedures to be used by staff in the selection and enrollment process for the ITA/IR Program.

The revised *Guidelines* are pertinent to all ITAs/IRs; therefore, the State is also endorsing them for use for the Governor's Setaside funded ITAs/IRs. These *Guidelines* have been officially disseminated by the Alabama Workforce Investment Area (AWIA).

Therefore, they will not be widely distributed with this Directive. The *Guidelines* will only be provided to addressees who may not have already received a copy of the *Guidelines*. If you need a copy (or additional copies) please contact the person listed below. This Directive supercedes GWDD Number PY01-32 and any changes thereto.

3. Action. Those who are responsible for administration of the ITA/IR program should follow these revised *Guidelines* in all local workforce investment areas for ITAs/IRs funded with Governor's Setaside funds.

4. Contact. Questions regarding this Directive should be referred to Bill Hornsby, Supervisor, Workforce Development Division, State Programs and Divisional Budget Management Section. (Telephone: (334) 242-5847 or Email: bill.hornsby@adeca.alabama.gov)

Steve Walkley

Steve Walkley, Division Director
Workforce Development Division

Attachment (Per above statement)

Individual Training Account/ Individual Referral Guidelines

January 2007

Alabama Department of
Economic and Community Affairs
Workforce Development Division

Alabama's
Career Center System

A Proud Member of

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Forward

These guidelines have been developed through a joint effort between staff of the Alabama Department of Economic and Community Affairs (ADECA), Workforce Development Division (WDD), and CareerLink staff. The policies contained herein are intended to guide CareerLink staff in developing and properly managing the Individual Training Account/Individual Referral process.

Though numerous individuals have provided invaluable information and assistance in developing this document, special thanks goes to the following people who have worked to ensure these policies are accurate and comprehensive.

Ruby Beezley	Tamara Holcomb	Sandra Rhodes
Brinda Barrett	Jimmy Lollar	Myra Floyd
Shirley Haynes		

These guidelines are intended for use by CareerLink staff in providing the highest quality services to customers. In cases where participant services may be improved through exceptions to provisions of these guidelines and when those exception violate neither Federal, State, nor Local Area policy, CareerLink staff are encouraged to make requests for exceptions on behalf of their customer.

I. Introduction

An Individual Training Account (ITA) is an account established by the Alabama Workforce Investment Board on behalf of WIA participants to assist them in the attainment of Training Services. The Youth, Adult and Dislocated Worker funds available under Title I of the Workforce Investment Act of 1998 are used to purchase Training Services from eligible Training Providers selected by participants in consultation with CareerLink staff. These funds are made available through the Alabama Workforce Investment Local Area.

ITAs are also utilized by the State level using Governor's Setaside Funds. These ITAs are linked to Dislocated Workers who have received services from the State's Rapid Response Team. These guidelines are pertinent on a statewide basis when Governor's Setaside Funds are being used to finance an ITA. Also, the guidelines are pertinent when ITAs are being financed from funds made available to the State from National Emergency Grant (NEG) funds to serve Dislocated Workers. For the purposes of these guidelines, ITA will be used synonymously when referring to an Individual Training Account (Adults and Dislocated Workers) or Individual Referral (Youth).

The Workforce Investment Act defines Case Management as the provision of a client-centered approach to the delivery of services designed:

- To prepare and coordinate comprehensive, individualized employment plans, such as service strategies, for participants and to ensure access to necessary workforce investment activities (such as Individual Training Accounts) and supportive services, using, where feasible, computer-based technologies; and
- To provide job and career counseling during program participation and after job placement as needed.

WIA Training Services, including ITAs, are <u>not</u> entitlements. Selection of ITA applicants for enrollment into the ITA program is the responsibility of CareerLink staff and the need for training must be indicated through the assessment process and documented in case notes.

II. Participant Decision Making Process

A key principle of the Workforce Investment Act is empowering participants to take a greater participation in the development of Individual Training Accounts (ITA). First, participants are empowered by information made available through Alabama Consumer Information Reports that provide statistics on Eligible Training Providers' performance, costs, and results of participant satisfaction surveys. Second, participants are empowered through a nationwide labor market information system. Third, participants are empowered through the expert advice, guidance and support of CareerLink staff and One-Stop Partners. The WIA structure puts participants in a position to analyze available labor market and training data in consultation with CareerLink staff in order to make a responsible decision regarding the appropriate occupational training program that best meets their occupational goals and personal needs.

Individual Training Accounts may be provided to Youth, Adults, and Dislocated Workers who have been determined eligible through the state and local area priority system. In order to be eligible for Training Services, Adults and Dislocated Workers must have received at least one Core Service, one Intensive Service, and be unable to obtain or retain employment leading to economic self-sufficiency through such services. Youth are not required to receive Core and Intensive Services before being considered for Training Services but should receive sufficient services to determine their training needs.

CareerLink staff must determine, based on a comprehensive assessment, that participants are in need of Training Services and possess the skills and qualifications necessary to successfully complete Training Services. The comprehensive assessment includes a diagnostic assessment of academic and occupational skills levels, aptitudes, interests, an in-depth interview, and the development of an Individual Employment Plan/Individual Service Strategy (IEP/ISS). When the comprehensive assessment indicates Training Services are appropriate, CareerLink staff initiates the ITA process. As participants progress through the ITA process, the IEP/ISS is constantly updated and amended to meet the needs of participants.

Workforce Investment Act (WIA) funds are available for tuition, fees, required books, and tools. WIA funds do not pay for classes retaken as a result of being failed or dropped or for courses not required by the curriculum. Courses selected must be designed to teach marketable skills that relate to high-demand, fast-growing occupations and that result in job ready status at the completion of training. Courses must also allow for full-time year-round attendance unless a qualifying plan gap is noted on the IEP/ISS. The maximum allowable training time for participants is 104 weeks. Exceptions can be made when courses in curriculum are not available. Unavailability of courses must be verified by the Training Provider. Based on cost limitations, CareerLink staff may advise participants on the cost effectiveness of training options and make participants aware they are responsible for any costs in excess of the State's ITA limitations. Participants must provide written documentation on their ability to cover costs in excess of those provided by WIA.

Participants' expressed interests and job goals annotated on the IEP/ISS are supported by the comprehensive assessment data. Participants are encouraged to research available State, Federal, and private sector labor market computer and/or written databases for high demand occupations and job locations that are relative to their expressed interests and job goals. In consultation with CareerLink staff, participants research and discuss these jobs relative to availability, salary, education requirements, job demand characteristics, promotion opportunities, location, and fringe benefits.

CareerLink staff provides information on training for high demand occupations. This information includes access to approved WIA Training Providers and courses, non-WIA training sources, available Training Provider performance data and Training Provider locations. In addition, CareerLink staff provides career counseling, as needed, to assist participants in meeting their occupational goals and overcoming barriers to their success.

The participant must be financially able and willing to commit to the completion of occupational training. Participants are given information on sources of financial aid such as grants, student loans, scholarships, and work-study opportunities. All ITA/IR applicants must apply for a Pell Grant in order to be enrolled in the ITA/IR program. Supportive service referrals are discussed to determine if additional referrals are required to overcome barriers.

In order for participants to make an informed decision about career options with the assistance of CareerLink staff, participants explore appropriate career areas and training options. During the decision making process, participants may complete some or all of the Career Information Resource Activities available through the CareerLink. Selected activities should be returned to CareerLink staff no later than two weeks prior to start of training.

Once the Training Provider and location have been identified and CareerLink Resource Activities have been received, CareerLink staff then submits a contract to the Workforce Development Division for approval. Participants will not be enrolled with a Training Provider until the ITA contract is approved. CareerLink staff will notify both the participant and Training Provider of contract approval.

III. ITA Enrollment Procedures

Prior to enrollment into an ITA, participants receive services from CareerLink staff to ensure the required paperwork, applications, and placement examinations necessary for entrance into training have been completed.

State-funded ITAs should be processed through the WDD State Programs and Divisional Budget Management Section. Local-area-funded ITAs should be processed through the WDD Alabama Workforce Investment Area Section.

A. Filling Slots

WDD allocates ITA slots for adults and youth. Since WDD cannot predict where layoffs will occur throughout the program year, Dislocated Worker ITAs are allocated on an as needed basis. Each CareerLink is responsible for managing slot allocations and ensures authorized slot levels are not exceeded. Slots requested should be for Training Providers and curricula that are on the State's approved training provider list. Governor's Set-aside slots are approved on a case-by-case basis.

CareerLink staff completes Part 1 of Form 13 (Attachment A), Workforce Development Division Individual Training Account/Individual Referral. Distribution instructions for Form WDD-13 are listed on the form. Part II of the WDD-13 is completed by the Training Provider. Form WDD-13 Amended serves to amend the original WDD-13 as needed.

B. Vacating Slots

Participants have three class days from the beginning of a term to report to their respective Training Provider. Once this deadline has passed and a participant has not reported to training, CareerLink staff completes the Notice of Failure to Report form, WDD 15 (Attachment C). CareerLink staff submits the WDD 15 to the Workforce Development Division and ITA Payment Unit.

When participants discontinue or complete the training program, the Training Provider will submit the WDD 14 (Attachment B), Report of Termination from ITA/IR Services, to CareerLink, ADECA, Workforce Development Division, and the ITA Payment Unit. The WDD 14 provides the CareerLink staff and WDD with completion and/or job placement information. This form should be submitted within two weeks from the date the participant completes or discontinues training.

IV. Case Management/Communication With CareerLink Staff

Case Management begins at registration into Intensive Services and continues as long as participants receive any services provided by CareerLink, WIA funded partners, and non-WIA funded partners. WIA states that Case Management Notes are considered to be a part of the Individualized Employment Plan. It further states that Case Management Notes should:

- thoroughly document all case management contacts;
- support decisions, activities, and needs recorded on the IEP/ISS; and
- provide written evidence of a working relationship between participants and staff.

Case Management Notes may be hard copy, electronic, or both, and are maintained in participants' files. CareerLink maintains these files for the period of time specified by the WIA and state record retention requirements, currently six years.

A. ITA Orientation

Prior to registering for classes, ITA participants must attend a mandatory orientation conducted by CareerLink staff. This orientation may be in a group setting or on an individual basis. Participants are guided through a review of ITA rules and responsibilities and sign the ITA Rules and Responsibilities form (Attachment D).

Topics to be covered during Orientation include:

- full-time enrollment;
- financial-aid coordination;

- year-round enrollment requirements;
- attendance requirements;
- curriculum changes;
- Training Provider handbooks, policies, and procedures;
- retaking dropped or failed classes;
- providing schedules, mid-term and final grades, and other documentation;
- follow-up; and
- potential eligibility for Trade Adjustment Assistance (TAA).

In addition, during orientation participants are encouraged to maintain open and frequent communications with CareerLink staff, particularly in the following instances:

- taking a job or returning to a former job;
- changing funding sources, i.e. Pell Grant to TAA;
- needing help in locating transportation, child care, or other supportive service;
- moving, changing addresses, or telephone numbers;
- adding, dropping, or withdrawing from classes;
- moving from day to evening or evening to day classes;
- scheduling classes not required by curriculum;
- having difficulty in scheduling a full course load;
- adhering to Training Provider's attendance policy; and
- experiencing other issues that could interfere with the successful completion of training.

Upon completion of orientation, participants receive a copy of the ITA/IR Rules and Responsibilities form. The original form is kept in the participant's file.

B. Progress Reports

Communication between ITA participants and CareerLink staff is essential to the success of the individual and the maintenance of the training account. The CareerLink Contact Information section of the ITA/IR Rules and Responsibilities form provides the name, address, phone and fax numbers, and email address of the CareerLink staff who are working with individual participants. Participants are advised that progress reviews will be made periodically throughout their training cycle with a minimum of once per semester. The need for additional contacts is dictated by such circumstances as lack of academic progress, poor attendance, need for further supportive service referrals, or other reasons.

Participants are required to provide copies of term schedules, grades, and/or progress reports to CareerLink staff while receiving training services through an Individual Training Account. Participants are reminded this requirement is a part of the ITA rules and responsibilities. Progress information is provided for each term on a pre-determined schedule as agreed to by participants and CareerLink staff, which is usually at the end of each term of training. The schedule is established during orientation. Participants who do not provide the required information are contacted and reminded of their responsibilities by the CareerLink staff. Continued failure to provide documentation of progress could jeopardize continued WIA funding.

If a participant drops out of training, CareerLink staff work with the participant to determine if a gap in services is appropriate. Participants who leave training due to emergencies or illness may plan to return to training in the following term. CareerLink staff assists, as appropriate, with available referrals to address the problem so participants can return to training as quickly as possible. Case Management services continue during this gap in training services.

CareerLink staff work to establish a trusting relationship with participants and take every opportunity to encourage participants to contact them whenever a need or problem arises. Participants are advised that "situations" are best handled at their onset, rather than waiting until they have become problems.

Case Management contacts are recorded in case management notes. Copies of supporting documentation are maintained as necessary. These notes provide evidence of an on-going, working relationship between participants and CareerLink staff and document referrals, interventions, counseling, and assistance provided to participants.

C. Exits

Participants are not exited until all WIA services are completed with the exception of Follow-up Services. Participants who drop out of training or complete training may or may not be exited at that time. Participants who have a gap in services should not be exited since the gap is due to circumstances that prevent them from participating in training services. They can continue their enrollment until WIA services are no longer being provided. Once a last date of service has been determined it will be reported to IM/R.

D. Follow-up Services

Once Adult and Dislocated Worker participants enter unsubsidized employment, follow-up services begin. The goal of follow-up services for Adults and Dislocated Workers is to ensure job retention, wage gains, and career progress for participants who have entered unsubsidized employment. Follow-up services must be made available for a minimum of 12 months following the first day of employment. The intensity of follow-up services provided to individuals may vary, depending upon the needs of the individual. Appropriate follow-up services may include referrals to supportive services, job retention skills, counseling regarding the workplace, and others as needed.

All Youth participants must receive some form of follow-up services for a minimum duration of 12 months beginning at the completion of Youth Services. The types of follow-up services provided and the duration of services must be determined based upon the needs of the individual. Follow-up services for Youth may include leadership development activities, supportive services referrals, counseling regarding the workplace, employer contacts, assistance in securing better-paying jobs, work-related peer support groups, adult mentoring, and progress tracking.

Follow-up services are a critical part of the ITA Programs. While follow-up contacts are determined by the needs of both the participant and employer, the needs of the participant have the greatest impact on the contact variable. All follow-up contacts are documented in each participant's Case Management Notes.

E. Employment

Some participants find suitable employment through their own efforts. However, Training Providers, instructors, and CareerLink staff must assume a leadership role in providing job search activities. Some methods of job search available through the Resource Area of the local Career Center include labor market information, internet job search sites, newspaper ads and contact with local business and industry. Local Employment Service offices and other placement services are also used to assist participants in obtaining employment.

CareerLink staff work closely with participants at appropriate intervals before and after obtaining employment. In the event immediate job placement is not accomplished after training, CareerLink staff continue Case Management contacts in order to facilitate job placement efforts. Once employment is obtained, participants will provide CareerLink staff with the name, address and phone number of their new employer. Participants will also provide information regarding their job title, entry-level wage, start date and any benefits they may receive from the employer. Participants are encouraged to continue the relationship cultivated during training activities and to contact CareerLink staff as needs arise.

Attachment A

WDD-13

Workforce Development Division

Individual Training Account/

Individual Referral

Enrollment Approval and Contract

County ____________________

WORKFORCE DEVELOPMENT DIVISION INDIVIDUAL TRAINING ACCOUNT/INDIVIDUAL REFERRAL

PART I WIA Enrollment Approval – Completed by CareerLink

1. Student Name		2. Social Security Number		3. ITA/IR Number				
				Adult	Youth	Dis. Wkr.	Gov. Set.	Other
4. Education/Training Provider		5. Location/Campus		6. Curriculum				
7. Training Schedule	A. Beginning Date		8. # of weeks (max 104)		9. Cost Allocation			
	B. Ending Date		10. # of semesters		11. Category of Form	A. Original		
						B. Reenrollment		
12. Last Employer		13. Rapid Response?	Yes		No		14. Case #	
15. Reason for Leaving	Plant Closure		Lay-off		Other (Explain)			
16. Concurrent Enrollment in TAA	Yes		No		If Yes, Enrollment Case #			
17. Comments								

Signature of Enrolling Agency Representative	*Enrolling Agency*	*Date*	*Phone Number*

Enrolling Approval: Signature of Authorized Representative:

Instructions:

- CareerLink completes all blocks required.
- Mail or fax original to WDD for approval and WDD distributes to ITA Payment Office.
- ITA Payment Office will distribute to CareerLink (CareerLink will distribute to Training Provider).
- Amendments to Part 1 – CareerLink must complete amendment form.

Part II WIA CONTRACT - Completed by Training Provider

These budget items represent the training provider's official WIA budget for the student named above and is completed and submitted once the student begins training.

1. Tuition		Semesters @		Per Semester	$ -
		Other @		Per	$ -
2. Fees, insurance, etc. (list items and cost)					
3. Tools (list items and cost)					
4. Other (list items and cost)					
5. **Total**					
If this is an amendment - Comments					

Workforce Development Division Representative	Date	Training Provider's Authorized Representive	Date

Instructions:

- Training Provider completes Part II and submit 4 copies with an original signature to ITA Payment Office.
- ITA Payment Office will distribute to WDD, CareerLink, and Training Provider.
- Amendments to Part II – Training Provider must complete amendment form.

WDD-13

AMENDED PART I

1. Student Name	2. Social Security Number	3. ITA/IR Number				
		Adult	Youth	Dis. Wkr.	Gov. Set.	Other
4. Education/Training Provider	5. Location/Campus	6. Curriculum				

7. Training Schedule	A. Beginning Date		8. # of weeks (max 104)		9. Cost Allocation		
	B. Ending Date		10. # of semesters		11. Category of Form	A. Original	
						B. Reenrollment	
12. Item Numbers Change				13. Date of Change			
14. Comments							

Signature of Enrolling Agency Representative	*Enrolling Agency*	*Date*	*Phone Number*
Enrolling Approval: Signature of Authorized Representative:			

* Submit amendments to WDD for approval.

AMENDED PART II

These budget items represent the training provider's official WIA budget for the student named above and is completed when student begins training.

1. Student Name		2. Social Security Number		3. ITA/IR Number		
4. Beginning Date			5. Ending Date			
1. Tuition		Semesters @		Per Semester		$ -
		Other @		Per		
2. Fees, insurance, etc. (list items and cost)						
3. Tools (list items and cost)						
4. Other (list items and cost)						
5. **Total**						$ -
If this is an amendment - Comments						

Workforce Development Division Representative	*Date*	*Training Provider's Authorized Representive*	*Date*

* Submit amendments to Part II to ITA Payment Unit for approval.

WDD-13 Amended

Forms Distribution

Part I

1. WDD-13 Part I is completed by CareerLink and then submitted to WDD for approval.
2. Once approved, WDD forwards the WDD-13 to the ITA Payment Office.
3. The ITA Payment Office distributes to CareerLink.
4. CareerLink distributes to the Training Provider via person/fax.
   (CareerLink should designate one person for getting the approved WDD-13s to the Training Providers.)

Part II

1. Training Provider completes Part II below the approved section Part I.
2. The Training Provider submits four (4) sets to the ITA Payment Office.
3. The ITA Payment Office reviews, approves, and distributes.

When the entire process is complete, the Training Provider, CareerLink, ITA Payment Office, and WDD should have an approved WDD-13 with Part I and Part II on the same sheet.

Amending Forms

Amending WDD-13 Part I

1. Amendments to WDD-13 Part I can ***only*** be made by CareerLink.
2. The WDD-13 Amended form must be used.
3. Complete all of Part I only.
4. Note in box #12 the numbered items that are changing and the date you are making the change or the date the change takes effect. (This date could affect fund availability depending on items changed.)
5. Please note in comment section if the change does not affect the budget.
6. Submit for approval.

Amending WDD-13 Part II

1. Amendments to WDD-13 Part II can ***only*** be made by the Training Provider.
2. Only the budget amounts can be amended.
3. The WDD-13 Amended form must be used.
4. Complete only Part II and list only the ***amount*** the budget will ***increase/decrease*** .
5. Submit for approval.

There will be instances where only one, either Part I or Part II, will need an amendment; this will leave the other Part blank and you will need to reference the original WDD-13 for information.

Training Providers are no longer required to complete a new Part II if the Part I is amended by the CareerLink

Part I

1. Enter the student's full name. The name should appear, as it will on all WIA enrollment documents.
2. Enter the student's Social Security Number.
3. Enter the assigned ITA/IR Project number and check fund source.
4. Enter Training Provider Name.
5. Enter Training Provider Location and/or Campus.
6. Enter Curriculum .
7. a. Enter Beginning Date. b. Enter Ending Date.
8. Enter number of weeks.
9. Enter maximum cost allocation.
10. Enter number of semesters.
11. Enter category of form (original enrollment form or re-enrollment form).
12. Enter Last Employer.

13-16 Complete if Governors Set- Aside or Rapid Response.

13. Check yes or no if eligible for Rapid Response.
14. Enter Case number for Rapid Response.
15. Check or Enter reason for leaving previous employer.
16. Check yes or no if concurrent employment in TAA and enter case # if yes.
17. Enter comments if needed.

Requires signature of enrolling agency representative, enrolling agency, date, and complete phone number.

(CareerLinks can type name of representative and then initial beside name)

Requires signature of Approval from Authorized Representative from Workforce Development.

Part II

1. Enter estimated amount of cost for tuition per semester, enter number of semesters, and enter total amount in column.
2. Enter estimated amount for Fees (graduation, testing, etc) and (list items and cost).
3. Enter estimated amount for Tools and Supplies (list items and cost).
4. Other (list item and cost).
5. Total (this amount should be the total estimated cost of all expenses for the duration of the contract).
   Note: There are maximum spending amounts depending upon length of training.(see #9 on Part I).

Requires signature from Training Representative and date.

Requires signature from Workforce Development Division.

AMENDMENTS ON PART I AND PART II

Part I

Complete 1-11 with correct information.

12. Enter which numbers were changed and the **date** these changes go into effect.

17. Enter **comments** on reason for changes.

Requires signature of enrolling agency representative, enrolling agency, date. and complete phone number.

Requires signature of Approval from Authorized Representative from Workforce Development.

Part II

Use only to amend budget amounts.

Complete numbers 1-5 .

ˈnter the new information for budget .

Enter comments on reason for changes.

Requires signature from Training Representative and date.

Requires signature from Workforce Development Division.

Attachment B

WDD-14

Individual Training Account /

Individual Referral

Report of Termination from ITA/IR Services

INDIVIDUAL TRAINING ACCOUNT / INDIVIDUAL REFERRAL

Report of Termination from ITA/IR Services

ITA/IR PROJECT NUMBER:____________________

Student's Name		SSN	
Present Address			
Curriculum		Term. Date	
Credential/Degree/ License/Certificate. etc.			
Training Facility			
Enrolling Agency			

	Placed by Training Provider*		Poor Attendance		Cannot Locate
	Found Own Job*		Transportation Problems		Death
	Entered School		Moved from Area		Transferred to TAA/TRA
	Entered Military		Lack of Progress		Graduated
	Illness		Refused to Continue		Other (Specify)
Comments:					

*** IF STUDENT IS WORKING, COMPLETE EMPLOYMENT INFORMATION BELOW:**

Employer's Name					
Employer's Address					
Employer's Address					
Occupation		Starting Date		Wage Per Hour	
Comments:					

IMPORTANT: When a student who is enrolled under the Workforce Investment Act (WIA) terminates or graduates, the training provider must complete this form on each terminee and distribute within two (2) weeks as follows:

One (1) copy to: CareerLink
One (1) copy to: Postsecondary Education, ITA/IR Section
P.O. Box 302130, Montgomery, AL 36103-2130
One (1) copy to: ADECA, Workforce Development Division
P.O. Box 5690, Montgomery, AL 36103-5690

Signature of Training Provider Official Preparing Report **Date**

WDD 14 Rev. 01/2002

Attachment C

WDD-15

Individual Training Account/

Individual Referral

Notice of Failure to Report and

Withdraw of Referral

INDIVIDUAL TRAINING ACCOUNT / INDIVIDUAL REFERRAL NOTICE OF FAILURE TO REPORT AND WITHDRAWAL OF REFERRAL

To be completed by the Enrolling Agency and submitted to the Workforce Development Division (WDD), upon determination of the student's failure to report.

Student's Name		SSN	
Training Facility			
Enrolling Agency			
Date of Referral		ITA/IR Number	

We have been advised by the training facility that the above individual did not report for training as scheduled. You may destroy your records with respect to this individual as we have withdrawn this referral.

____ _______________

Signature of Enrolling Agency Representative Date

WDD 15 Rev. 01/2002

Attachment D

Individual Training Account/
Individual Referral
Rules and Responsibilities
Report of Termination from ITA/IR Services

INDIVIDUAL TRAINING ACCOUNT/INDIVIDUAL REFERRAL RULES AND RESPONSIBILITIES

1. I must be enrolled as a full-time student with a training provider. This means I must schedule at least the minimum number of hours required to be classified as a full-time student as defined by the school.

2. I must attend school year round. I cannot drop out for a semester/term and expect to re-enroll the following semester/term.

3. I have chosen to receive training in the ________________________________ curriculum and may not change my curriculum. In an extreme circumstance a curriculum change can be done; but, only at the end of my first semester/term and only after obtaining special permission from CareerLink staff.

4. I must apply for the Pell Grant each academic year and for any other financial assistance that may be available. I must provide the CareerLink with a copy of my Student Aid Report (SAR). I will meet with my financial representative to review guidelines regarding payment, purchasing, and reimbursement. I understand that all necessary purchases approved for WIA funding should be made within the first week of each semester.

5. My ITA will provide funds only for ***required*** courses, fees, textbooks, tools, and equipment up to limits established by state or local policy.

6. If I drop or fail a class, I may retain my ITA ***as long as I can complete*** my training in the originally contracted time. I understand my ITA ***will not pay*** for me to retake any dropped or failed classes.

7. I will obtain a Student Handbook from my training provider, because I am subject to the rules of my training provider. I understand I must follow the training provider's entry requirements including financial responsibilities, curriculum requirements, attendance policies, and disciplinary policies.

8. I must contact my CareerLink at least once per semester/term. I must provide a copy of my grades for the semester/term most recently completed and a copy of my schedule for the upcoming semester/term.

9. I must immediately notify my CareerLink if I:

   - take a job or return to my former job;
   - exhaust my unemployment/TRA weekly benefits;
   - change my funding to TAA benefits;
   - need help in locating transportation or child care;
   - change my schedule;
   - move, change my address or telephone number;
   - have trouble scheduling a full-load;
   - have attendance problems; or
   - do not plan to return to school for the next semester/term.

10. CareerLink staff will periodically contact me during my training. It is my responsibility to respond as soon as possible to their attempts to contact me.

11. Upon training completion, I will provide CareerLink staff with a copy of my degree, certification, or documentation of skills attained. If an exam is required in order to obtain a license or certification, I understand the exam must be scheduled and taken within four weeks. If an exam cannot be taken within four weeks, I will notify the CareerLink. Failure to take the exam in a timely manner could result in non-payment of exam fees.

12. I understand I will actively seek employment upon completion of my training. CareerLink staff will provide assistance.

13. Immediately upon entering employment, I will provide CareerLink staff with my employer's name, address, phone number, my job title, wages, benefits, and the day I started work.

14. I understand workplace counseling is available if I experience any job-related problems.

15. I understand I will receive a Customer Satisfaction Survey and will respond to the survey.

16. I understand CareerLink staff will contact me periodically after completion of training and/or entering employment to see how I am progressing and if any further services are needed.

17. I certify that I have been provided information on all available training options and that I have been given free choice to make my own decision regarding my selected training provider.

My signature acknowledges that I understand and agree to abide by the Rules and Responsibilities of the Individual Training Account (ITA) Program.

______________________________ ____________________________

Customer Signature Date

______________________________ ____________________________

CareerLink Staff Date

CareerLink Contact Information

Name: ______________________________

Address: ______________________________

____

Phone Number(s):
Phone _______________ Fax _______________ Email __________________

/--