

## ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development  
401 Adams Avenue  
Post Office 5690

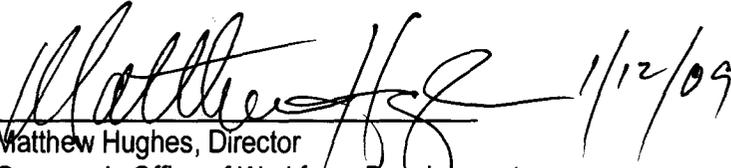
January 12, 2009

Montgomery, Alabama 36103-5690

### GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY08-103

**SUBJECT:** *Guidance Related to Governor's Setaside Individual Training Account / Individual Referral Program*

1. **Purpose.** This Directive clarifies the policy related to the provision of training funds for the Workforce Investment Act (WIA) Governor's Setaside funded Individual Training Accounts (ITAs).
2. **Discussion.** With the continued decline of the U. S. economy, which has and will result in enormous demand for WIA training funds via ITAs, it is necessary to establish a policy regarding when these funds may be accessed by dislocated workers. The State's Rapid Response Team may provide some services to employees where there are less than fifty (50) people being laid-off (Level I dislocation event). Such services will result in the customary Rapid Response services and information on human resource programs except that no ITA training funds from the WIA Governor's Setaside funds will be made available to these dislocated workers.  
  
For dislocation events affecting fifty (50) or more people, Level II services may be provided to the affected dislocated workers, which includes Level I services as well as ITA training funds (subject to availability) from the WIA Governor's Setaside funds. A Rapid Response Case Number will be assigned to both the Level I and the Level II dislocation event. However, a designation will be made in the Case Number to differentiate between a Level I and Level II event. For a Level II dislocation event, the One-Stop Career Center staff may proceed with the usual slot request form. If it's approved, they may proceed with the enrollment process.
3. **Action.** Staff responsible for the ITA / IR program as well as the State Rapid Response Team and One-Stop Career Center staff should be made aware of this policy, which is effective as of January 1, 2009 for the Governor's Setaside funded ITA / IR participants enrolled in the three local workforce areas. Also note that this policy is only for those seeking ITAs to be funded with Governor's Setaside funds. Local workforce investment areas' policies for ITAs are not affected by this policy.
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).

  
Matthew Hughes, Director  
Governor's Office of Workforce Development

1/12/09