



NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

INDIVIDUAL TRAINING ACCOUNT (ITA) LIMITATION POLICY

POLICY 2-08-01 (4)

PURPOSE:

To inform all one-stop career center staff of the Individual Training Account (ITA) limitation for eligible customers in the Workforce Innovation and Opportunity Act (WIOA) Title I program.

POLICY:

The definition of ITA limitation as outlined by the North Dakota Workforce Development Council is:

The State may limit ITAs. The ITA award amount for an individual customer will be based on the assessment and employment plan prepared for that customer. Recipients will be required to apply for Pell Grant and other alternative funding sources where appropriate. ITAs will be awarded following an assessment of the approved training program costs and resources available to the individual. Awards may be adjusted for multiyear programs when eligible providers increase costs from year to year, if the individual does not have other resources available to cover these increased costs.

ITAs will be awarded only when the following conditions can be met:

- Training will be limited to programs that can be completed within three years, associate's degree level or less.
- Customers will be required to attend training on a full-time basis, unless an assessment provides a rationale for attending part-time. Reasons for approval of part-time attendance include but are not limited to disabilities and employment to support training expenses.
- ITAs will be disbursed incrementally and participants will be required to maintain a satisfactory level of progress, as defined by the training provider in order to receive continued funding. In addition, if a participant's cumulative GPA falls below 2.0 (or higher if required by an educational program of study, i.e., nursing) future semester funding is determined at the discretion of the case manager. For GPA's less than 2.0, justification of decision (funded or not funded) must be documented in case notes.

ITAs for full-time students will have the following maximum allocation amounts:

Long-term Training: Up to \$16,000 for tuition, books and fees for programs that can be completed within three years based on demonstrated need on the RCOA for training courses that qualify to receive financial aid. Testing fees are included in the total training costs but are not part of an ITA.

Short-term Training: Up to \$12,000 for tuition, books and fees for programs that can be completed within 6-months based on demonstrated need on the Resource Cost of Attendance form for training courses that may or may not qualify to receive financial aid. Testing fees are included in the total training costs but are not part of an ITA.

North Dakota has authorized that ITAs are allowed to fund providers listed on the Eligible Training Provider lists for North Dakota and the border states of Minnesota, Montana, and South Dakota. The North Dakota eligible training provider policies and procedures will accommodate distance learning. Distance learning encompasses the following modes of service delivery:

- a. Internet – The program is conducted entirely online, via the World Wide Web.
- b. Correspondence – the program teaches individuals by mailing lessons that are returned to the school for grading upon completion.
- c. Broadcast – the program is transmitted by radio or television.
- d. Computer-based Instruction – the program is an interactive computer-based training course.

Since providers of distance learning could be in any state in the nation, the North Dakota eligible training provider policies and procedures will be to include all providers who have been approved by the home state's ETPL for the distance learning training programs they offer.

REFERENCE:

- (0) September 28, 2018
- (1) May 21, 2020
- (2) NDWDC Administrative Committee November 25, 2020
- (3) NDWDC Administrative Committee February 14, 2023
- (4) NDWDC Executive Committee January 27, 2026

REVIEW: January 27, 2029