ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development
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March 26, 2014

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2013-10

SUBJECT: *Individual Training Account/Individual Referral Guidelines*

1. Purpose. This Directive transmits the September 2013 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 disseminated by the Alabama Workforce Investment Area (AWIA).

The revised *Guidelines* will be posted (per the usual process) on the ADECA website for Governor's Workforce Development Directives. Any subsequent updates and/or page replacements will follow this process. This Directive supercedes GWDD Number PY2006-06 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 at (334) 242-5847 or Email: bill.hornsby@adeca.alabama.gov.

Steve Walkley

Steve Walkley, Division Chief
ADECA, Workforce Development Division

Date 3/26/14

Attachment

Individual Training Account/ Individual Referral Guidelines

September, 2013 Revision

Alabama Department of
Economic and Community Affairs
Workforce Development Division
Alabama Workforce Investment Area

Alabama
Career Center System

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Foreword

These guidelines have been developed through a joint staff effort between staff of the Alabama Department of Economic and Community Affairs (ADECA), Workforce Development Division (WDD), and Alabama Career Center staff in the 65 County Alabama Workforce Investment Area (AWIA). The policies contained herein are intended to guide Alabama Career Center staff in developing and properly managing the Individual Training Account/Individual Referral process. (Note: Jefferson County and Mobile County have their own guidelines and procedures, but may adopt these guidelines or any part thereof.)

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.

Brinda Barrett	Jim Cook	Tina Geckles	Ovetta Moscatiello
Ruby Beezley	Kathy Evans	Tamara Holcomb	Carol Pool
Laura Bethea	Tammy Farmer	Sandra Rhodes	Beverly Walker
Mickey Hutto			

These guidelines are intended for use by Alabama Career Center staff in the 65 County Alabama Workforce Investment Area (AWIA) to provide the highest quality services to customers. This guide **replaces all previous Individual Training Account/Individual Referral Guidelines distributed by ADECA, GOWD, and Skills Consortia.**

In cases where participant services may be improved through exceptions to provisions of these guidelines and when those exceptions do not violate Federal, State, or Local Area policy, the Alabama Career Center staffs are encouraged to make requests for exceptions on behalf of their customers.

I. Introduction

An Individual Training Account (ITA) is an account established by the Alabama Workforce Investment Board on behalf of Workforce Investment Act (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 Alabama Career Center staff through development of the Individual Employment Plan or Individual Service Strategy (IEP/ISS). These funds are made available through the Alabama Workforce Investment Area (AWIA). Priority of services is given to Veterans and their spouses.

ITAs are also provided through 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 also to be used on a statewide basis when Governor's Setaside Funds are being used to finance an ITA, and 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).

AWIA Dual Enrollment for In-School Youth serves youth who are currently attending secondary school in grades 10-12 who plan to pursue a two year degree in a Technical Skills Training Program. The AWIA has authorized WIA In-School youth funding for students enrolled in Career Technical Programs through their High School. Dual Enrollment Responsibilities and processes regarding this special type of individual referral can be found in Attachment A.

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 not entitlements. Selection of ITA applicants for enrollment into the ITA program is the responsibility of Alabama Career Center staff and the need for training must be indicated through the assessment process and documented in case notes and the IEP/ISS.

This document provides instruction and guidance to Alabama Career Center staff to clarify their responsibilities regarding the provision of services to all Career Center customers. Any questions arising should always be directed to the immediate supervisor for resolution and then up the chain of command, if necessary.

II. Participant Decision Making Process

A key principle of the Workforce Investment Act is empowering participants to take a greater role in the development of Individual Training Accounts (ITA). First, participants are empowered by information made available through the Alabama Eligible Training Provider List (ETPL) where they can view performance information, training costs, and cost comparison information. Second, participants are empowered through a state and nationwide labor market information and labor exchange system available through Alabama JobLink. Third, participants are empowered through the expert advice, guidance and support of Alabama Career Center staff and One-Stop Partners. The Career Center staff assists the participant in analyzing available labor market and training data in order to make a responsible decision regarding a suitable occupational training program that best meets their occupational goals and personal needs.

Participants can be served at any Career Center location without regard to residence. Every Career Center has the ability to submit requests for training to any eligible WIA Training Provider. Participants will not be sent from one Career Center to a different Career Center for services from a training provider inside the second Career Center's service area. Likewise, participants will not be shuffled from one Career Center to another to determine availability of funds. If needed funds are not available, Site Managers should contact their Area Management Team and request additional money. If funds are still unavailable, participants will be placed on a waiting list in the order of the date they reported to the Career Center.

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 documented Core Service, one documented Intensive Service, **and** be unable to obtain or retain employment leading to economic self-sufficiency through services documented in the IEP/ISS and case notes. Youth are not required to receive Core and Intensive Services before being considered for Training Services, but should receive sufficient Youth Services, including assessment, to determine their training needs.

Alabama Career Center staff must determine, based upon a comprehensive assessment, that the participant is in need of Training Services and possesses the skills and qualifications necessary to successfully complete Training Services. Comprehensive Assessment includes an in-depth interview, a diagnostic assessment of academic and occupational skill levels, aptitude and interests, and the development of an IEP/ISS. When the comprehensive assessment indicates Training Services are appropriate, the Case Manager initiates the ITA process. As participants progress through training, the IEP/ISS and case notes are continuously updated and amended to record the participant's work toward the stated goals.

Workforce Investment Act (WIA) funds are available for tuition, fees, required books, and tools up to the maximum amount approved by the AWIA Workforce Investment Board. A maximum of fifty percent of required courses may be taken online. Training selected must be designed to teach marketable skills and/or entry level skills in a career ladder field that leads to a high-wage, high-demand, and high-growth occupation. Training must result in a job ready status at the completion of training.

Participants must be accepted into an occupational- specific curriculum. WIA does not pay for Associate degrees, transfer programs or programs that require an additional two years to be "job ready." WIA does pay for the Associate in Applied Science degree and other technical/occupational skills training that provides a Technical Degree, Certificate or License, including short-term training. In addition, WIA will only pay for a class one time. It will not pay for classes retaken as a result of failure or being dropped or for courses not required by the curriculum.

WIA funds do not pay for remedial courses, general studies or pre-requisites to a course of study. Careful attention should be given to a participant's academic scores gathered during assessment. WIA defines "Basic Skills Deficiency" as an 8.9 grade level or less. It is the Case Manager's job to recommend academic skills upgrades through referrals to one of the Alabama free Adult Education Programs, because, academic preparedness directly relates to success rates for WIA participants. In an effort to increase completion rates for participants of the ITA program, the following recommendations are made:

- All Adult and Dislocated Workers will be given the academic portion of the Computer Learning Works (CLW) assessment test to determine a functioning grade level for Reading and Math (CLW is the ADECA/WDD-approved testing instrument for WIA).
- CLW Reading and Math scores will be recorded in the electronic data base.
- Other testing information, Grade Point Averages, COMPASS scores, TABE scores, and transcripts will be used as supporting documentation for the decision to provide ITA funding.
- Participants will meet "Basic Minimum Score Levels" prior to entering training in an ITA (Attachment B)

In very limited situations, WIA funds may be used to assist an eligible individual to complete up to the final two years of a four-year degree. This may be done only in special circumstances on a case-by-case basis with approval granted through Area Management and ADECA/WDD. This option is not designed to make WIA training a "transfer" program for students with Associate degrees. It is intended to provide assistance for a WIA eligible individual that may have left a four-year training program due to extraordinary circumstances, such as job loss, and now needs assistance to complete that degree. Participant's requesting this option must provide a transcript of courses taken with a GPA of at least a 3.0 in the major curriculum, and a letter from the Training Provider verifying that the four-year degree can be completed in 104 weeks or less. Participants must provide documentation of how they will cover costs in excess of the maximum allowable amount approved by the AWIA. Training requested must be in a high-wage/high-demand curriculum with a labor market information (LMI) prediction of high-growth and must be on the Alabama Eligible Training Providers List.

Courses must allow for full-time, year-round attendance unless a qualifying plan gap is noted on the IEP/ISS. Qualifying reasons for a plan gap include documented proof of Health/Medical or Military Service. Inability to schedule classes during any particular semester/term is not a qualifying reason for a plan gap, but a break in training. Intensive Services must continue to be provided during this time. The maximum allowable training time for participants is 104 weeks. However, if classes cannot be

scheduled, request to go beyond the 104 weeks may be considered with supporting documentation. Unavailability of courses must be verified by the Training Provider.

The participant must be financially able and willing to commit to the completion of occupational training that could last up to 104 weeks. In rare cases, participants previously served under an ITA/IR, who failed to complete training, may be considered for re-enrollment. Grades, attendance, case management notes and special circumstances, which prevented the participant from completing training, will be given consideration. The main determining factor will be case notes written by the Case Manager, who originally assisted the participant, who is requesting re-enrollment. Therefore, it is extremely important that the final case notes written for a non-completer be specific and detailed regarding the reason training was not completed during the first enrollment. A written request to reenroll providing this information must be provided to Area Management. Approval will be granted by WDD and is determined on a case-by-case basis.

Based on cost limitations, Alabama Career Center 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 AWIA's ITA limitations. Participants must provide written documentation of their ability to cover costs in excess of those provided by WIA. This requirement is a part of the ITA Pre-Registration Activities. (Attachment C). 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 each year served in order to be enrolled and continue in the ITA/IR program. If additional financial needs are determined, referrals to supportive services are provided to assist in overcoming barriers to completion of training.

The participants' expressed interests and job goals annotated on the IEP/ISS are to be supported by the comprehensive assessment data and labor market research as it relates to high-growth, high-wage, and high-demand occupations. In consultation with the Case Manager, participants research and discuss these jobs relative to availability, salary, education requirements, job demand characteristics, promotional opportunities, location, and fringe benefits.

Because it is a reportable item, "Training-Related Employment" must be the expected outcome of any Individual Training Account provided. The WIA defines training-related employment as

employment in which the individual uses a substantial portion of the skills taught in the training received by the individual. Careful consideration of jobs in demand in each Career Center service area should impact the training selected by potential participants. Potential participants should also be made aware of the many training-related occupations available relative to their major course of study. (i.e. a participant trained as an electrical technician who obtains a job as an industrial maintenance mechanic has received training-related employment.) Career Center staff should be aware of crosswalks (i.e. O*net) that are available for training-related employment and should use them to document and report the training-related outcome in the exit questions of the AJL enrollment. Alabama Career Center staff provides information on how to access Alabama ETPL, Occupational Outlook information available through O*Net, Alabama LMI, Alabama JobLink and other available sources to research high-growth, high-wage, high-demand occupations. In addition, Alabama Career Center staff provide career counseling, as needed, to assist participants in meeting their occupational goals and overcoming barriers to their success.

In order for participants to make an informed decision about career options, Alabama Career Center staff assists them in exploring appropriate career areas and training options. During the decision-making process, participants will complete all of the ITA Pre-Registration Activities available through the Alabama Career Center. The completed ITA Pre-Registration Activities Form (with attachments) should be returned to Alabama Career Center staff prior to the request for funding.

III. ITA Enrollment Procedures

Once the ITA requirements have been met, the Case Manager then completes and mails **the original Form WDD-13, Part I,** Workforce Development Division Individual Training Account/Individual Referral Form (Attachment D) to the Workforce Development Division for approval. The Part I should be submitted no earlier than six weeks and no later than two weeks prior to first day of training. Exceptions may be considered on a case-by-case basis as approved by the Site Manager. Participants will not be enrolled with a Training Provider until the Career Center has received the approved Form WDD-13, Part I from ADECA/WDD staff. Alabama Career Center staff will notify both the participant and Training Provider of contract approval.

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

State-funded ITAs will be processed through ADECA/WDD State Programs and Divisional Budget Management Section. Local-area-funded (AWIA) ITAs will be processed through ADECA/WDD Alabama Workforce Investment Area Section.

A. Funding Allocation

ADECA WDD allocates (AWIA's) ITA funding for Adults, Dislocated Workers, and Youth. Each Alabama Career Center is responsible for managing their assigned funding allocations to ensure authorized funding levels are not exceeded. The ADECA Governor's Set aside funding will be approved on a case-by-case basis. Funding requested will be for the most cost effective program for a chosen curriculum.

The Alabama Career Center staff completes Form WDD-13, Part I, entering the exact cost of training per the ETPL but not to exceed the approved maximum amount based on the cost category. (Attachment H) Follow distribution instructions as listed on the form. Part II of the WDD-13 is completed by the Training Provider. Reimbursement to the training provider will be prorated equitably based on the number of semesters/terms required to complete the program. Form WDD-13 Amended serves to amend the original WDD-13 as necessary. (Revised 9/2013)

B. Vacating an ITA

Participants must report to the respective Training Provider within five days from the beginning date of scheduled training. Once this deadline has passed and a participant has not reported to training, Alabama Career Center staff completes the Notice of Failure to Report, Form WDD-15 (Attachment E) and submits to the Workforce Development Division, ITA Payment Unit and the Training Provider.

When participants discontinue or complete the training program, the Training Provider will submit the Form WDD-14, Report of Termination from ITA/IR Services (Attachment F) to the Alabama

Career Center, and ADECA, to both the Workforce Development Division, and the ITA Payment Unit. The WDD-14 provides the Alabama Career Center 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. If the required WDD-14 is not received from the Training Provider by the end of the two week period, Career Center staff will complete the WDD-14 based on ***verified*** information from the Training Provider and will document information source and reason Career Center staff completed the form.

IV. Case Management/Communication with Alabama Career Center Staff

Case Management begins at registration into Intensive Services and continues as long as participants receive any services provided by the Alabama Career Center, 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 and will:

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

Case Management Notes are electronic and are maintained in participants' electronic and hard copy files. Alabama Career Centers ***will*** maintain these files for the period of six years which is specified by the WIA and state record retention requirements.

A. ITA Orientation

Some Alabama Career Centers provide a general orientation to the ITA program and processes that must be completed in order to be eligible for an ITA contract. These orientations should be conducted early enough to allow participants time to complete all necessary requirements for ITA enrollment. These general orientations should be advertised at the Career Center and through social media and may have to be conducted in several sessions depending upon the number of customers showing interest.

Prior to registering for classes, approved ITA participants must attend a mandatory ITA orientation conducted by Alabama Career Center staff. This orientation may be in a group setting or on an individual basis.

Topics to be covered during Orientation include:

Full-time enrollment;
Financial-aid coordination including yearly Pell Grant application;
Year-round enrollment requirements;
Attendance requirements;
Pre-approved curriculum changes; (changing only after end of first semester)
Training Provider handbooks, policies, and procedures;
Retaking dropped or failed classes;
Providing schedules, mid-term and final grades, and other documentation;
Equal Opportunity/nondiscrimination policy;
Right to file grievance and/or Discrimination complaint;
Follow-up; and
Potential eligibility for Trade Adjustment Assistance (TAA).

In addition, during orientation, participants are instructed to maintain open and monthly communications with Alabama Career Center staff, particularly in the following instances:

- entering employment or returning to a former job
- changing funding sources, i.e., WIA to TAA or TAA to WIA
- needing assistance for transportation, child care, or other supportive service
- moving, changing addresses, email addresses and cell phone numbers
- adding, dropping, or withdrawing from classes
- changing 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 the Training Provider's attendance policy
- experiencing other issues that could interfere with the successful completion of training

Upon completion of orientation, participants will sign the Training Rules and Responsibilities Form signifying that they understand and will abide by the rules of the ITA program. They will be provided a copy of the Form showing their signature. (Attachment G). During in-person Case Management contacts each semester, the participant will review, initial, and date the Rules and Responsibilities Form.

B. Progress Reports

Communication between ITA participants and Alabama Career Center staff is essential to the success of the individual and the maintenance of the training account. The Alabama Career Center Contact Information section of the Training Rules and Responsibilities Form provides the name, address, phone/fax numbers, and email address of the Case Manager who is working with the participant. **Participants are advised that progress reviews will be made monthly throughout the training service duration with an in-person review no less than once per semester.** The need for additional contacts is dictated by circumstances such as lack of academic progress, poor attendance, need for further supportive service referrals, or other reasons. Participants are required to provide copies of schedules, grades, and/or progress reports to the Case Manager while receiving training services through an Individual Training Account. Participants are reminded this requirement is a part of the Training Rules and Responsibilities. Progress information is provided for each term of the pre-determined schedule that was agreed to by the participant and Case Manager, as documented on the IEP/ISS, and is usually at the end of each semester of training. The schedule is established during IEP/ISS development and reiterated during orientation. Participants, who do not provide the required information, are contacted and reminded of their responsibilities by the Case Manager. **Continued failure to provide documentation of progress will result in the loss of unspent training funds, budgeted for the ITA.**

If a participant drops out of training, the Case Manager will work with the participant to determine if a gap in services is appropriate. A participant should be entered in a "plan gap" if they have a gap in services of greater than 90 days due to one of the following:

- Delay before the beginning of training
- Health/medical condition or providing care for a family member with a health/medical condition
- Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service

The service gap must be related to one of the circumstances identified above and should last no more than 180 consecutive calendar days from the date of the participant's last service. It is provided to allow a participant time to address the barriers to continued participation. In rare circumstances, you may initiate a consecutive gap in service of up to an additional 180 days for the participant to resolve

issues that prevent them from completing program services that lead to employment. The second 180 days must immediately follow the initial gap in services to meet the definition of "consecutive" and must have approval by the Area Manager.

All gaps in services must be documented in Case Management Notes: Provide the reason for the gap, the participant's intent to return to complete program services, including the anticipated date of return and any further communication from the participant regarding their gap in services. Failure to contact their Case Manager could result in a participant's gap being terminated.

Plan gaps **ARE NOT** to be used for participants who are unable to schedule a class for any particular semester. It is not unusual for some training programs to offer a limited selection of classes for the summer semester. However, these participants are not in a gap. They are still receiving intensive services from their Case Manager, and the unavailability of classes does not meet any of the criteria available for a plan gap.

The Case Manager assists, as appropriate, with available referrals to supportive services to address the barrier causing the gap so participants can return to training as quickly as possible. Communication with participants continues during the plan gap and is noted in case notes.

The Case Manager works to establish a trusting relationship with participants and takes every opportunity to encourage participants to contact them whenever a need or problem arises. Participants are advised that 'issues' are best handled at their onset, rather than waiting until they have become problems.

Case Management contacts are to be made no less than monthly and are to be recorded in program notes in real time as the contact is made by the staff making the contact. Copies of supporting documentation are maintained as necessary. That documentation, along with case notes, provides evidence of an on-going, working relationship between participants and the Alabama Career Center staff. Referrals, interventions, counseling and other case management assistance provided to participants should be documented.

C. Completion of Training Services

All WIA services, including Intensive Services, are closed at the end of participant training. All outcome information should be reported in the data system. Follow-Up services, tracking, and reporting of employment are core services and should be documented in case notes.

D. Credentials, Certificates and Degrees

All training paid for with WIA funds must lead to the attainment of a Degree, Certificate, or License. Documentation of the credential must be placed in the participant's file and information regarding attainment must be recorded in the Alabama JobLink and case notes. Items that may be accepted as documentation of credential attainment include a copy of the diploma, certificate or degree, or a transcript from the Training Provider showing "Graduate" status.

E. Follow-Up Services

The goal of Follow-Up Services for Adults and Dislocated Workers is to capture employment information, ensure job retention, wage gains, and career progress for participants who have completed training. Follow-Up Services must be made available for a minimum of 12 months, as appropriate. 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 Program. While Follow-up contacts are determined by the needs of both the participant and service provider, 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.

F. Employment

Some participants find suitable employment through their own efforts. However, Training Providers, instructors, and Alabama Career Center staff must assume a leadership role in providing job search activities. Job Search sources available through the Alabama Career Center System include labor market information, Alabama JobLink, other Internet job search sites, newspaper ads, and contact with local business and industry. All participants, who complete training, should return to the Career Center to update their resume' and make it available for employer viewing.

Alabama Career Center staff work closely with participants at appropriate intervals before and after obtaining employment. In the event immediate job placement is not accomplished after training, Alabama Career Center staff continues Case Management monthly contacts (a Core Service) in order to facilitate job placement efforts. These contacts will be documented in Case Management Notes. Once employment is obtained, participants will provide Alabama Career Center 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 Alabama Career Center staff as needs arise.

Attachment A

Youth Dual Enrollment Responsibilities and Forms

WIA YOUTH DUAL ENROLLMENT RESPONSIBILITIES

Introduction:

Dual Enrollment serves Youth who are currently attending Secondary School in grades Ten through Twelve. The Alabama Workforce Investment Area has authorized Workforce Investment Act (WIA) In-School Youth funding for Career Technical Education Dual Enrollment Individual Training Accounts (ITA) for eligible students.

Establishing Applicant Eligibility:

Residents of all counties that comprise the 65 County Alabama Workforce Investment Area are eligible to participate, providing they meet the WIA eligibility requirements. Jefferson and Mobile Counties are organized under their own separate Local Workforce Investment Areas; therefore residents of those counties should contact their Alabama Career Centers for possible availability of In-School Youth ITAs.

WIA Eligibility must be determined by the local Career Center for Dual Enrollment. Youth must be economically disadvantaged and have at least one barrier to employment. Youth will come into the Career Center for WIA Eligibility determination.

An application packet which includes a Customer Information Form and an Eligibility Documentation Checklist will be provided to the local High School for distribution to youth whom they have selected to participate in the Dual Enrollment program.

Parent/Guardian must accompany all selected youth to the Career Center to complete WIA Eligibility process.

High School Responsibilities:

Prior to the Spring Semester the High School will make the State Dual Enrollment Applications available to Career Tech Students. Once the student completes the application, the student returns it to their counselor, who determines that all Dual Enrollment requirements are met. Students who meet all qualifications are referred by their counselor to their appropriate college program. A WIA Eligibility packet will be provided by the counselor to the student for WIA Dual Enrollment funding consideration.

Community College Responsibilities:

The Community College will review and determine if approved classes are available and provide a Letter of Acceptance to the student to bring to the Career Center.

Student Responsibilities:

The Student will compile eligibility documentation and bring all items along with the Letter of Acceptance from the College to the Alabama Career Center. It is absolutely necessary for the Parent/Guardian to report to the eligibility appointment with the student. See Eligibility Documentation Checklist.

Alabama Career Center Responsibilities:

The student will contact a Career Center Specialist to schedule an eligibility appointment. The student must be accompanied by their Parent/Guardian and bring all items on the Eligibility Documentation Checklist. The student should be advised that the appointment may last an hour or longer.

Register the student in Alabama JobLink (AJL) and complete WIA Eligibility. Once eligibility is completed, the assessment process will include Aptitude/Interest testing, initiation of the Individual Service Strategy (ISS) and reviewing and signing of all required paperwork.

The student has already provided verification of a cumulative 2.5 GPA document, with the Community College in order to be accepted into the Dual Enrollment Program. The Letter of Acceptance will be considered verification of the 2.5 GPA and will be used on the (ISS) to document grade level.

If the student is in the 10th grade and has a 2.5 GPA document a 9.0 in reading and math on the ISS. Likewise, if the student is in the 11th grade, document a 10.0 in reading and math on the ISS.

Students will complete Interest/Aptitude testing. Assessment tools that may be used are CLW (Career Learning Works), Career Info Net, My Skills My Future and My Next Move. Record results on the ISS.

Once funding is approved by Area Management, the Dual Enrollment contract will be initiated. Please use the WDD-13D, Part 1.

- Item 7A, Beginning Date would be the day the youth begins Community College classes
- Item 7B, Ending Date would be June 30 of that program year
- In Item 9, Cost Allocation, a general 'rule of thumb' of up to $3,000.00 per school year should be entered. This amount should cover tuition, books and tools. If it does not, the Part I can be amended adding money as necessary.
- In the Comments Section, please note the name of the High School and Community College the youth is attending.

Service entries needed in Alabama Job Link (AJL) are **Career Center Youth Services** using the assigned In-School project number. A second service is required; choose Individual Referral/ITA and enter the project number of the training provider.

Case Managers should maintain close contact with youth participants so that eligibility will not have to be re-established for a second year of Dual Enrollment. A Letter of Acceptance from the Community College, funding approval by Area Management and a new WDD-13D Part I is required each program year.

Youth participants may be carried over to the new program year in Career Center Youth Services only. This will maintain their eligibility status until a determination can be made regarding a second year of Dual Enrollment.

Once the youth graduates from High School, they may continue to be served in their area of concentration as Out-of-School Youth. Remember all Out of School Youth must be TABE Tested for determination of basic skills deficient. Now that they are receiving services as an Out of School Youth they are subject to the Literacy/Numeracy performance measure. As a reminder all ITA participants must be basic skills proficient.

Eligibility Documentation Check List

In-School Youth expressing an interest in the Dual Enrollment Program through the Workforce Investment Act (WIA) must meet the guidelines below:

The youth is between 16 and 21 years of age, Economically Disadvantaged, and has a documented barrier, such as eligibility for school lunch assistance.

To apply, follow the required process below:

1) Complete the Customer Information Form and provide it to the local Alabama Career Center at least 10 working days prior to the start of the college semester.
2) Make an appointment to interview with the Career Center Specialist to determine eligibility for the program during which you should provide the information listed in items 3-8.
3) Provide proof of social security number (original ***paper*** Social Security Card).
4) Provide proof of date of birth: birth certificate, driver's license, state issued non-driver ID card, ***or*** school record with photo.
5) Complete the Applicant Statement of Family Status Form to identify all who are members of the household and ***have it signed by a witness who does not live in the home***.
6) Provide proof of the last 6 months income for all members of the household:
   Documentation can include pay stubs, a signed statement from employer, **or** verification of government assistance, such as Food Stamps or TANF.
7) Males, 18 or older, must provide proof of Selective Service Registration (www.sss.gov).
8) All applicants, under the age of 19, must have their application paperwork signed by a parent or legal guardian.

Once eligibility is determined, an Individual Service Strategy will be developed by the youth and the Case Manager.

If you have questions, contact your local Alabama Career Center.

DUAL ENROLLMENT APPLICATION

TO BE COMPLETED BY THE STUDENT

Legal Name: Last	First	Middle
Social Security Number	**Date of Birth** / /	**Telephone Number** ( ) -
Street Address		
City	**State**	**Zip Code**
Name of High School:	**EMAIL:**	

Term: Fall ◇ Spring ◇ Summer ◇ Year: _____ **Current Grade Level** **10th ◇ 11th ◇ 12th ◇**

ENROLLMENT AUTHORIZATION

I, the student, understand the course(s) I am enrolling in is/are a college level class, and that the grade earned will appear on my permanent college transcript. I authorize _____ College to enroll me in the course(s) listed below. I also understand and accept the high school equivalency listed.

College Course Number and Section	Course Name	High School Course Equivalent	Unit(s)

Student Agreement: I have read, understand and agree to the above statements and authorize (High School) _____ to release my grades/transcripts to the college named above.

_____ _____ _____

Student Signature **Printed Name** **Date**

PARENTAL AUTHORIZATION

I, the parent/legal guardian of this student, grant permission for my son/daughter to enroll in the course(s) listed. I understand the unique character and rigorous requirements of the course(s). I authorize _____High School to release my child's grades/transcripts to the college and to enroll my son/daughter into the course(s).

_____ _____ _____

Parent/Guardian Signature **Printed Name** **Date**

PRINCIPAL/SUPERINTENDENT CONSENT

The above student is authorized and recommended to enroll in the course(s) listed for the semester noted. By signing the consent form, I/designee have assessed the student's preparedness to undertake college level studies in this subject and are recommending the student for attendance in the Dual Enrollment/Dual Credit program.

_____ _____

Principal Signature **Date** **Superintendent Signature** **Date**

Rev. 1/2013

HIGH SCHOOL DUAL ENROLLMENT
POLICIES AND REQUIREMENTS

Dual Enrollment permits eligible high school students the opportunity to enroll in college courses concurrently with high school courses. Students successfully completing dual enrollment courses receive both high school and college credit.

Policies and Requirements for Students enrolled in Dual Credit:

1. High School Students must pay normal tuition, fees per credit hour, textbooks and materials as required by the college unless other resources are available. Full payment of tuition and fees must be completed by the first day of class. Students will be notified of any unpaid tuition and fees prior to the start of classes.
2. High School Students must meet the entrance requirement, with the exception of the high school diploma/GED, as established by the Alabama Community College System institution (Policy 801.01: Admission: General).
3. High School Students must have a minimum cumulative grade point average of 3.0 in completed high school courses to enroll in academic and health courses or have a minimum cumulative grade point average of 2.0 to enroll in career technical courses.
4. High School Students must submit a copy of their high school transcript along with the Dual Enrollment Application prior to enrollment in each semester he/she wishes to participate. Transcripts for college coursework should also be provided.
5. High School Students must have completed the 9th grade prior to the beginning of the semester or term they plan to participate in the program.
6. High School Students must obtain the written approval of the principal and the local superintendent of education on the Dual Enrollment Application. Student access to Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and superintendent indicates that the student has demonstrated both.
7. High School Students must take the College Assessment and meet all pre-requisites for approved courses. Students may be waived from this requirement if courses do not have specific pre-requisites.
8. High School Students must have the signature of a parent or guardian authorizing the student's participation in the program.
9. High School Students may enroll in academic, career and technical, or health courses. Courses numbered below 100 and physical education courses are not eligible for Dual Enrollment. Equivalent high school units will be listed on the Dual Enrollment Application.
10. Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, colleges will not discuss or release student information to anyone, including parents, without the student's signed written consent.
11. Credit courses are COLLEGE courses and will remain on the student's permanent record (transcript) even if the secondary school uses the coursework as High School Credit.
12. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and be involved in discussions of mature subjects. Course curriculum will not be modified.
13. The College is not responsible for the supervision of minor students anywhere on campus outside of the classroom setting. At times, classes may be dismissed early.
14. High School Students must adhere to all college policies on course requirements, attendance, dates and deadlines, and any other applicable policies and procedures including the Student Code of Conduct. The College reserves the right to refuse re-admission to any student who is found to be in violation of college policies. See college catalog or schedule of classes for policies.
15. High School Students are permitted to enroll in College courses conducted during school hours, after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.
16. Transportation for any student receiving instruction at any facility other than a school campus of the local educational agency shall be the responsibility of the parents/guardian of such students unless otherwise negotiated between the college and the local educational agency.

These policies and requirements apply to students who are not attending public school, but who are enrolled in private or church school pursuant to 16-28-1 of the Code of Alabama, or who are receiving instruction from a private tutor pursuant to 16-28-5 of the Code of Alabama. Student eligibility should be certified by the appropriate official at the private or church school or private tutor and signed by a parent/guardian.

Alabama Career Center System

Alabama Career Center System

Robert Bentley
Governor

DUAL ENROLLMENT LETTER OF ACCEPTANCE

Date_____

Dear _____Career Center,

This is to confirm that _____, _____has been
(Name of Student) (last 4 of SSN)

determined eligible for and referred to the WIA Dual Enrollment program

by_____.
(Name of High School)

This student will be enrolled in the following classes for the _____semester.

_____

_____

_____

Sincerely,

_____ _____
(Name and Title) (Phone Number)

_____
(Name of Community College)

County_____

WORKFORCE DEVELOPMENT DIVISION DUAL ENROLLMENT

PART I WIA Enrollment Approval - completed by Alabama Career Center

1. Student Name			2. Social Security Number		3 Dual Enrollment				
					Adult	Youth	Dis. Wkr.	Gov. Set.	Other
						IS			
4. Education Training Provider			5. Location/Campus		6. Curriculum				
7. Training Schedule	A. Beginning Date		8. #of weeks (max 104)		9. Cost Category 1 2 3 4		Up to:		
	B. Ending Date		10. # of semesters		11. Category of Form		A. Original		
							B. Reenrollment		
12. High School:			13. Pell Grant: YES NO						
14. Comments									
Signature of Enrolling Agency Representative			Enrolling Agency		Date		Phone Number		
Enrolling Approval: Signature of Authorized Representative:									

Instructions:

- **Alabama Career Center completes all blocks required.**
- **Mail original to WDD, P.O. Box 5690, Montgomery, AL 36103-5690, for approval and WDD distributes to ITA Payment Office.**
- **ITA Payment Office will distribute to Alabama Career Center (Alabama Career Center will distribute to Training Provider).**
- **Amendments to Part 1 - Alabama Career Center 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 when student begins training. Reimbursement to the training provider will be prorated equitably based on the number of semesters/terms required to complete the program.

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 Representative		Date

Instructions:

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

Instructions for Completing WDD-13-D Part I and Part II

Part I

1. Enter the student's full name. The name should appear the same on all WIA enrollment documents.
2. Enter the student's Social Security Number.
3. Enter the assigned Dual Enrollment Project number and check fund source.
4. Enter Education 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. Circle the Cost Category and enter amount of cost allocation requested.
10. Enter number of semesters.
11. Enter category of form (original enrollment form or re-enrollment form).
12. Name of High School.
13. Pell Grant, check yes or no
14. Comments

Part II

1. Enter number of semesters, estimated amount of cost for tuition per semester, and 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 Provider and date. Requires signature from Authorized Representative from Workforce Development Division and date.

Distribution of WDD-13-D Part I and Part II

Part I

- WDD-13-D Part I is completed by Alabama Career Center and then submitted to WDD for approval.
- Once approved, WDD forwards the WDD-13-D to the ITA Payment Office.
- The ITA Payment Office distributes to Alabama Career Center.
- Alabama Career Center distributes to the Training Provider via person/fax.

Part II

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

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

County_____

WORKFORCE DEVELOPMENT DIVISION
DUAL ENROLLMENT
AMENDED PART I

1. Student Name			2. Social Security Number		3. Dual Enrollment				
					Adult	Youth	Dis.	Gov. Set.	Other
4. Education Training Provider			5. Location/Campus		6. Curriculum				
7. Training Schedule	A. Beginning Date		8. #of weeks (max104)		9. Cost Category 1 2 3 4		Up to:		
	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, P.O. Box 5690, Montgomery, AL 36103-5690, 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. Reimbursement to the training provider will be prorated equitably based on the number of semesters/terms required to complete the program.

1. Student Name		2. Social Security Number		3. Dual Enrollment Number	
4. Beginning Date:			5. Ending Date:		
6. Tuition		Semesters		Per Semester	$ -
		Other@		Per	
7. Fees, insurance, etc. (list items and cost)					
8. Tools (list items and cost)					
9. Other (list items and cost)					
10. Total					$ -
If this is an amendment – Comments:					
Workforce Development Division Representative		Date	Training Provider's Authorized Representative		Date

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

Instructions for Completion of Amended WDD-13-D Part I and Part II

Part I

- Amendments to WDD-13 Part I can only be made by the Career Center.
- Complete 1-11 with correct information.
- 12. Enter which numbers were changed.
- 13. Enter the date you are making the change or the date the change takes effect. (This date could affect fund availability depending on items changed.)
- 14. Enter comments on reason for changes. Also note in the comment section if the change does not affect the budget
- Submit for approval.
- Complete all of WDD-13-D Part I only.
- Requires signature of enrolling agency representative, enrolling agency, date, and complete phone number.
- Requires signature of Approval from Authorized Representative from Workforce Development Division and date.
- NOTE: If the training has started, the beginning date always stays the same as on the Part I; the only time the beginning date will change on the Amended WDD-13-D is if the Provider changes the beginning of training or the student has a reason for the delay.

Part II

- Amendments to WDD-13-D Part II can only be made by the Training Provider.
- Use only to amend budget amounts.
- Complete only WDD-13-D Part II, Numbers 1-5 and list only the amount the budget will increase/decrease.
- Enter the new information for budget and the reason for changes in comments.
- Requires signatures and dates from Training Provider and Authorized Representative from Workforce Development Division.
- 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-D for information.

Training Providers are no longer required to complete a new Part II if the Part I is amended by the Alabama Career Center.

Distribution of Amended WDD-13-D Part I and II

Amended WDD-13-D Part I

- The Amended WDD-13-D Part I is completed by Alabama Career Center and then submitted to WDD for approval.
- Once approved, WDD forwards the WDD-13-D to the ITA Payment Office.
- The ITA Payment Office distributes to Alabama Career Center.
- Alabama Career Center distributes to the Training Provider via person/fax.

Part II

- Training Provider completes Amended WDD-13-D Part II below the approved section Part I.
- The Training Provider submits four (4) sets to the ITA Payment Office.
- The ITA Payment Office reviews, approves, and distributes.

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

Attachment B

Basic Minimum Grade Level Scores

BASIC MINIMUM GRADE LEVEL SCORES FOR ITA PARTICIPATION

Course	Grade Level Requirement
Short-term Training Less than Six Months in Duration	9.0 Reading and 9.0 Math
• Exception: Truck Driver/Commercial Drivers License (CDL)	7.0 Reading and 7.0 Math
Short-term Training of Six Months to One Year in Duration	10.0 Reading and 10.0 Math
Technical Training of One Year or longer (Welding, Office Administration, etc.)	10.0 Reading and 10.0 Math
Highly Technical Training of One year or longer (Electronics, HVAC, Computer Science/Repair)	12.0 Reading and 10.0 Math

MEDICAL CURRICULA

Short-term Medical of less than 1 year (Certified Nursing Assistant, Surgical & Operating Room Technician, Phlebotomy, Pharmacy Tech)	10.0 Reading and 9.0 Math
LPN and other medical training of one year or longer (Occupational/Physical Therapist, Respiratory Therapist)	12.0 Reading and 12.0 Math (Score "Proficient" on Test of Essential Academic Skills aka: TEAS)
RN and other highly technical Medical Curricula (Clinical Lab Technician, Radiology, etc.)	12.0 Reading and 12.0 Math (Score "Proficient" on Test of Essential Academic Skills aka: TEAS)

Attachment C

ITA Pre-Registration Activities

Alabama Career Center System

Alabama Career Center
ITA Pre-Registration Activities

Phone:
Fax:

Customer Name: _____ **Career Specialist:** _____

Date Given: _____ **Date to Return:** _____

To be considered for an Individual Training Account through WIA, you must complete the following activities, attach required information, and return to our office within the time period listed above. Financial assistance is based on availability of funding. If money is available, a contract will be submitted for approval. You will be notified once approved and scheduled for a WIA New Student Orientation.

1. Research the labor market information (wages, demand, and growth) for your future employment field online using various websites (Career Website Guide, etc ...) and in person talking with employers and employees currently working in that field. **Attach your findings.**

2. Look up your program of study on the WIA provider list found at www.joblink.alabama.gov (click Resources, then Training Providers.) **Print out your curriculum and attach.** On the line below, please provide us with the exact number of semesters you will need to complete the program.

   _____

3. Your reading and math skills assessment (CLW or TABE) should indicate you are ready for the required English and Math courses for your chosen curriculum. Please also provide us with documentation of your placement in those courses, such as COMPASS scores, ACT scores, and/or your college transcript. **(Attach)**

4. You must apply for a Pell Grant for the upcoming semester and provide proof that you have done so, such as your Pell grant Award letter, Student Aid Report, or Financial Aid Status printout from your school. **(Attach)** **In most cases, WIA will not cover the entire cost of training.** Please specify how you will cover any remaining cost:

   _____

5. You must provide proof of acceptance into the college of your choice (letter of acceptance, college transcript, current schedule, etc...). **(Attach)**

6. You must provide proof of acceptance into the program of your choice. If your program does not provide a letter of acceptance, you may provide a copy of your degree plan. **(Attach)**

7. If you have children who require childcare, please provide documentation from the caregiver(s) since you will be attending school full-time, year-round. **(Attach)**

Note: Only 50% of total classes may be taken on-line.

Attachment D

WDD-13

Workforce Development Division

Individual Training Account/Individual Referral

Enrollment Approval and Contract

and

Amended Part I & II

County_____

WORKFORCE DEVELOPMENT DIVISION
INDIVIDUAL TRAINING ACCOUNT/INDIVIDUAL REFERRAL

PART I WIA Enrollment Approval - completed by Alabama Career Center

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 Category 1 2 3 4	Up to:	
	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. Pell Grant: YES NO			
18. Comments:			
Signature of Enrolling Agency Representative	Enrolling Agency	Date	Phone Number
Enrolling Approval: Signature of Authorized Representative:			

Instructions:

- **Alabama Career Center completes all blocks required.**
- **Mail original to WDD, P.O. Box 5690, Montgomery, AL 36103-5690, for approval and WDD distributes to ITA Payment Office.**
- **ITA Payment Office will distribute to Alabama Career Center (Alabama Career Center will distribute to Training Provider).**
- **Amendments to Part 1 - Alabama Career Center 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 when student begins training. Reimbursement to the training provider will be prorated equitably based on the number of semesters/terms required to complete the program..

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 Representative	Date

Instructions:

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

Instructions for Completing WDD-13 Part I and Part II

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. Circle the Cost Category and enter amount of cost allocation requested.
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 enrollment in TAA and enter case# if yes.
17. Pell Grant, check yes or no
18. Enter comments if needed.

Requires signature of enrolling agency representative, enrolling agency, date, and complete phone number. (Alabama Career Centers can type name of representative and then initial beside name.)
Requires signature of Approval from Authorized Representative from Workforce Development Division and date.

Part II

1. Enter number of semesters, estimated amount of cost for tuition per semester and total amount in column.
2. Enter estimated amount for Fees such as graduation, testing, etc. (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 Provider and date. Requires signature from Authorized Representative from Workforce Development Division and date.

Distribution of WDD-13 Part I and Part II

Part I

- WDD-13 Part I is completed by Alabama Career Center and then submitted to WDD for approval.
- Once approved, WDD forwards the WDD-13 to the ITA Payment Office.
- The ITA Payment Office distributes to Alabama Career Center.
- Alabama Career Center distributes to the Training Provider via person/fax.

Part II

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

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

County_____

WORKFORCE DEVELOPMENT DIVISION
INDIVIDUAL TRAINING ACCOUNT/INDIVIDUAL REFERRAL

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 (max104)		9. Cost Category 1 2 3 4	Up to:			
	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, P.O. Box 5690, Montgomery, AL 36103-5690, 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. Reimbursement to the training provider will be prorated equitably based on the number of semesters/terms required to complete the program..

1. Student Name		2. Social Security Number		3. ITA/IR Number	
4. Beginning Date:			5. Ending Date:		
6. Tuition		Semesters		Per Semester	$ -
		Other@		Per	
7. Fees, insurance, etc. (list items and cost)					
8. Tools (list items and cost)					
9. Other (list items and cost)					
10. **Total**					$ -
If this is an amendment – Comments:					
Workforce Development Division Representative		Date	Training Provider's Authorized Representative		Date

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

Instructions for Completion of Amended WDD-13 Part I and Part II

Part I

- Amendments to WDD-13 Part I can only be made by the Career Center.
- Complete 1-11 with correct information.
- 12. Enter which numbers were changed.
- 13. Enter the date you are making the change or the date the change takes effect. (This date could affect fund availability depending on items changed.)
- 14. Enter comments on reason for changes. Also note in the comment section if the change does not affect the budget.
- Submit for approval.
- Complete all of WDD-13 Part I only.
- Requires signature of enrolling agency representative, enrolling agency, date and complete phone number.
- Requires signature of Approval from Authorized Representative from Workforce Development Division and date.
- NOTE: If the training has started, the beginning date always stays the same as on the Part I; the only time the beginning date will change on the Amended WDD-13 is if the Provider changes the beginning of training or the student has a reason for the delay.

Part II

- Amendments to WDD-13 Part II can only be made by the Training Provider.
- Use only to amend budget amounts.
- Complete only WDD-13 Part II, Numbers 1-5, and list only the amount the budget will increase/decrease.
- Enter the new information for budget and the reason for changes in comments.
- Requires signatures and dates from Training Provider and Authorized Representative from Workforce Development Division.
- 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 Alabama Career Center.

Distribution of Amended WDD-13 Part I and II

Amended WDD-13 Part I

- The Amended WDD-13 Part I is completed by Alabama Career Center and then submitted to WDD for approval.
- Once approved, WDD forwards the WDD-13 to the ITA Payment Office.
- The ITA Payment Office distributes to Alabama Career Center.
- Alabama Career Center distributes to the Training Provider via person/fax.

Part II

- Training Provider completes Amended WDD-13 Part II below the approved section Part I.
- The Training Provider submits four (4) sets to the ITA Payment Office.
- The ITA Payment Office reviews, approves, and distributes.

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

Attachment E

WDD-15

Individual Training Account/Individual Referral

Notice of Failure to Report and Withdrawal of Referral

WORKFORCE DEVELOPMENT DIVISION
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), P.O. Box 5690, Montgomery, AL 36103-5690,
ITA Payment Unit and Training Provider
within 5 days 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 _____

Attachment F

WDD-14
Individual Training Account/Individual Referral

Report of Termination from ITA/IR Service

WORKFORCE DEVELOPMENT DIVISION
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
	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: Alabama Career Center
One (1) copy to: ADECA WDD ITA/IR Payment Unit
P.O. Box 5690, Montgomery, AL 36103-5690
One (1) copy to: ADECA Workforce Development Division
P.O. Box 5690, Montgomery, AL 36103-5690

_____

Signature of Training Provider Official Preparing Report Date

Attachment G

Individual Training Account/ Individual Referral

Rules and Responsibilities

Term_____Signature_____ Term_____Signature_____

Term_____Signature_____ Term_____Signature_____

Term_____Signature_____ Term_____Signature_____

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 Alabama Career Center 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 Alabama Career Center 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. A maximum of fifty percent of required courses may be taken online.

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. The dropped/failed class/classes must be retaken immediately the following semester. The only exception is if the failed/dropped class is not available the following semester. I must bring my case manager documentation from the school stating why the class cannot be taken and when the failed or dropped class will be available for retake. Exceptions to this rule are not automatic and will be granted on a case by case basis

7. I will obtain and maintain 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 Alabama Career Center Case Manager at least once per month. 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 Alabama Career Center Case Manager 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 enough classes to be considered full-time;
   - have attendance problems;
   - do not plan to return to school for the next semester/term.

10. Alabama Career Center 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 Alabama Career Center 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 six weeks. If an exam cannot be taken within six weeks, I will notify the Alabama Career Center. 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. Alabama Career Center staff will provide assistance.

13. Immediately upon entering employment, I will provide Alabama Career Center 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 Alabama Career Center 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, taking into consideration the most cost effective program for my chosen curriculum.

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

_____ _____

Customer Signature Date

_____ _____

Alabama Career Center Staff Date

Alabama Career Center Contact Information

Name: _____

Address: _____

_____

Phone _____ Fax _____ Email _____

Revised 9/2013

ATTACHMENT H

COST CATEGORIES

Cost Categories for Individual Training Accounts (ITA) (Scholarships)

Category 1:

- Reimbursement up to $3500.
- Training Length: 13 Weeks or Less
- Obtain Certificate, License or Skills-Specific Credential

Category 2:

- Reimbursement up to $6500.
- Training Length: 12 Months or Less
- Technically Advanced Short-Term Training is allowed
- Obtain Certificate, License or Skills-Specific Credential

Category 3:

- Reimbursement up to $8,000.
- Training Length: Greater than 12 Months, but Less than 17 Months
- Obtain an advanced Certificate, Degree or License
- LPN is a Specified Inclusion

Category 4:

- Reimbursement up to $12,000.
- Training Length: Greater than 17 months, but no Longer than 24 Months
- Leads to an Associate in Applied Science or Advanced Technical Certificate