



Individual Training Accounts (ITAs)

Effective: July 1, 2018

Revised: December 5, 2019; March 24, 2021; November 17, 2021; July 1, 2022; January 1, 2024; September 17, 2025

Reference: TA 09-02.1; 20CFR 680.300 and 680.310 and 680.320; WIOA Sec. 134(c)(G) and 134(c)(3)(G) (ii); TEGL3-15

Policy: Oswego County WDB will make Individual Training Accounts (ITA's) available for occupational skills training programs that lead to a degree, certificate or license. The training program must address the skills needed for jobs in demand in the local labor market with an approved training provider on the New York State Eligible Training Provider List (NYS ETPL).

Guidelines:

ITA Cap:

→ITAs funded through the WIOA Adult or Dislocated Worker program will be capped at \$6,000.00.

→ITAs funded through the WIOA Youth Program will be capped at \$10,000.00. ITAs are available only for out-of-school youth, based on applicable WIOA definitions.

Exceptions to the above caps require the approval of the WDB Executive Director.

Timeframe: ITA funded training must be completed in no more than 24 months.

Priority of Service: Policy must be followed in the issuance of ITAs. Priority groups include public assistance/low-income individuals, veterans, and individuals who are basic skills deficient.

Self-Sufficiency Standard: Individuals earning more than the locally established self-sufficiency rate and employed full-time are considered self-sufficient and ineligible for an ITA. Full-time status is determined by the current employer.

Income Criteria: For the WIOA Adult program, students attending a degree granting program and claimed on their parents' income tax return must meet the federal poverty guidelines to be eligible for an ITA under the Adult program.

Demand Occupation/Skills in Demand: ITA funded training must be linked to employment opportunities listed on the local areas Demand Occupation List. Employment opportunities must be in demand in the local labor market or in a neighboring labor market within a reasonable commuting distance. Written confirmation from a business guaranteeing employment to an individual who completes a specified training program will be considered training in an occupation in demand. In addition, when searching using a bonafide job search engine, Oswego County will consider any occupation yielding three or more current job openings in the region to be an occupation in demand.

NYS Eligible Training Provider List (ETPL): ITAs will only be issued to training providers/programs listed as an approved provider on the NYS ETPL. Training providers/programs not currently on the approved NYS ETPL may follow the established process to apply for approval and inclusion on the NYS ETPL.

Availability of Funding: ITAs will be authorized pending the availability of funds.