

Regional Program Standards

Focus: ☒ WorkSource Centers ☒ Youth Program Services
☐ Other:

Topic: Individual Training Account

Date: July 1, 2025

☒ New

☐ Revised

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Purpose

Local Workforce Development Boards (LWDBs) must establish policy governing the provision of Individual Training Accounts (ITAs) under Title I of the Workforce Innovation and Opportunity Act (WIOA) for Adults, Dislocated Workers, and eligible Out-of-School Youth.

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Definitions

Eligible Training Provider List (ETPL)

The ETPL is the state-maintained list of Training providers and their approved programs that are eligible to receive WIOA Title I Adult, Dislocated Worker, and Out-of-School Youth funds through Individual Training Accounts (ITAs). The ETPL ensures informed customer choice, accountability, program quality, and labor-market relevance for WIOA-funded training services. In Oregon, the Higher Education Coordinating Commission's Office of Workforce Investments (OWI) is the designated state agency responsible for the development, maintenance, and dissemination of the Oregon statewide WIOA ETPL.

Individual Training Account (ITA)

An Individual Training Account (ITA) is a payment agreement established on behalf of an eligible WIOA Title I participant with an eligible Training provider listed on the Oregon State Eligible Training Provider List (ETPL). ITAs are used to pay for approved Training services selected by the participant in consultation with a WorkSource Portland Metro staff.

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Policy Statement

It is the policy of the Portland Metro Workforce Development Board that ITAs will be provided to eligible participants on the basis of an individualized assessment of the participant's job readiness to obtain or retain employment that leads to economic self-sufficiency; their need for Training; financial need; and potential for successful completion, as documented on the participant's *WSPM Scholarship Application*.

- The Training program must be on the Oregon, Washington, Idaho or Utah State ETPL if utilizing WIOA funds.
- The participant must meet the qualifications and Training prerequisites established for the Training program by the Training provider.

Funding for Training is limited to participants who are unable to obtain grant assistance from other sources or require assistance beyond what is available from other sources. WorkSource Portland Metro Centers must consider the availability of all sources of funds to pay for Training costs such as TANF funds, State Training funds and Federal Pell Grants.

Individual Training Account Documentation

All ITA Applications must be reviewed by the WorkSource Center's Training Review Team, and a *Training Review Form* must be completed and saved in the participant file.

At a minimum, ITA documentation must include:

- Completion of a Prosperity Planner budget
- Eligibility and priority of service determination
- Justification for Training, including labor market alignment
- Consideration of other grant assistance (e.g., Pell Grant)
- Evidence of informed customer choice
- Approval by the Training Review Team