

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

**Alabama Department of Commerce
Workforce Development Division
401 Adams Avenue
Montgomery, Alabama 36130**

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY 2022-07

SUBJECT: Targeted Use of Individual Training Account and On-the-Job Training Contracts

- 1. Purpose.** This Directive transmits the new policy for Individuals who complete an Individual Training account transitioning into an On-the-Job Training.
- 2. Discussion.** Individuals who have completed an Individual Training Account (ITA) will now be transitioned into an On-the-Job Training (OJT) service if they are not employed within ninety (90) days after completing the training, receiving the credential and pre-employment services. This is to aid participants in finding and retaining employment and assist the employers with a larger pool of qualified applicants.
- 3. Action.** Those who are responsible for providing career services should follow this new policy to transition individuals from ITAs to OJTs and eventually unsubsidized employment. This is effective immediately.
- 4. Contact.** Questions regarding this Directive should be referred to Phee Friend, Manager, Governor's Local Workforce Development Areas, Workforce Development Division at (334) 993-5651 or e-mail: Phee.Friend@commerce.alabama.gov.

tammy Wilkinson

Tammy Wilkinson, Division Director
Workforce Development Division

02/08/2023

Date

Attachments:

- Targeted Use policy

Targeted Use of Individual Training Account and On-the-Job Training Contracts

Training services may be necessary for employed, unemployed, or underemployed adults, dislocated workers and youth who have not been able to obtain employment leading to self-sufficiency.

An Individual Training Account (ITA) is a training voucher available to Workforce Innovation and Opportunity Act (WIOA) eligible participants to assist them in obtaining training services. Youth, adult and dislocated worker funds available through WIOA are used to procure training services from eligible training providers selected by participants in consultation with Alabama Career Center System staff through a comprehensive assessment including the development of the Individual Employment Plan or Individual Service Strategy (IEP/ISS). Priority of service is given to veterans and other special populations, including Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients and low-income adults who do not have significant work histories.

ITA participants receive case management services, including monthly contact with case managers to provide copies of grades, schedules, measurable skills gains achieved, and credentials attained. ITA participants also receive both pre-employment follow-up and 12 months of post-employment follow-up services. Follow up services can be found in the Career Center Guide to Customer Services. If an ITA participant is not employed within ninety (90) days after the completion of an eligible occupational skills training program, attaining a credential, and receiving pre-employment services, then the participant will be enrolled in an on-the-job training (OJT) program.

Alabama Career Center System staff will place unemployed ITA completers in an OJT training program. The goal of an OJT is to place individuals in occupations that will enhance their prospects for long-term employment. The OJT will connect the skills participants attained in the eligible occupational skills training program, which should shorten the training time needed during the OJT to secure long-term employment. The targeted use of ITAs and OJTs will expand the labor force, will create a shorter training time for individuals, and will result in a stronger talent pipeline for employers. The maximum number of hours for an OJT program

is 440 hours. Justification for exceptions may be requested, but the circumstances must be extraordinary and documented.

For more information on OJTs or ITAs, please refer to the appropriate guidelines.