OFFICE OF THE GOVERNOR

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DEPARTMENT OF COMMERCE

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SECRETARY OF COMMERCE

STATE OF ALABAMA
February 6, 2023

MEMORANDUM
GLWA PY 22-01 Change 1

TO: Stephen Smith, Administrator
Alabama State Employment Service

FROM: Tracey Smith, Workforce Development Manager
Governor's Local Workforce Area

SUBJECT: Governor's Local Workforce Area (GLWA) Individual Training Account (ITA) Policies for PY'22: ITA Submission and Outcomes Clarification

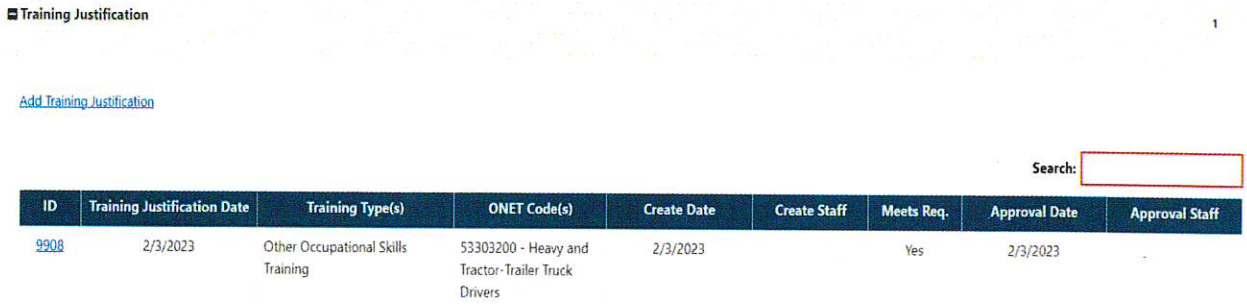
This Governor's Local Workforce Area (GLWA) Workforce Innovation and Opportunity Act (WIOA) memo clarifies the Training Justification record, eligibility and ITA documents that must be entered and/or uploaded into AlabamaWorks! (AW!) prior to submitting an Individual Training Account (ITA) for approval by GLWA staff. Additional information is provided on recording ITA outcomes in AW!

ITA Submissions

Before an ITA can be processed, GLWA staff check WIOA eligibility and uploaded documents verifying the applicant is eligible. Attached is a list of the required documents that must be uploaded for Adult, Dislocated Worker and Youth eligibility and the required documents uploaded for the ITA. For eligibility, the applicant's completed Customer Information Form (CIF) is valid for 90 days. If the applicant applies for WIOA more than 90 days after the CIF was completed; a new CIF is required. An experienced WIOA staff person at each Career Center should review the applicant's WIOA and ITA eligibility, uploaded documents and case notes before the ITA Request is submitted. The ITA cannot be processed by GLWA/Commerce unless the required WIOA eligibility and ITA paperwork/documentation has been uploaded in the participant's AlabamaWorks! documents and there are sufficient case notes providing a clear

history of the applicant's situation, barriers, occupational goals, suitability for training and services needed and/or received.

The *Training Justification* ribbon under the WIOA enrollment in AlabamaWorks! must be completed and approved prior to entering a Training Service for Adults or Dislocated Workers. Training Justifications are not completed for Youth participants enrolling in an ITA or any type of WIOA Youth funded activity/service. When completing the Justification, Case Managers must confirm the applicant has *Met Conditions for Training* under WIOA which lists Conditions 1 through 8. All conditions must be answered *Yes*, except Condition 7 which is *No*, for the *Meet Training Justification Requirements* to be *Yes* in the *Training Approval* section. Enter the *Training Approval Date* and the system will complete the *Training Approval Staff* name.


Training Justification

1

Add Training Justification

Search:

ID	Training Justification Date	Training Type(s)	ONET Code(s)	Create Date	Create Staff	Meets Req.	Approval Date	Approval Staff
9908	2/3/2023	Other Occupational Skills Training	53303200 - Heavy and Tractor-Trailer Truck Drivers	2/3/2023		Yes	2/3/2023	

ITA Outcomes

All ITA students must have their Occupational Skills License and/or Certificate of Achievement of Occupational Skills Training uploaded in AlabamaWorks! and employment entered. Many participants are shown with a "successful completion" but have no Credential (Occupational Skills License or Certificate of Achievement) or employment entered. These outcomes will be amended to show "unsuccessful completion" if there is no credential or employment entered with uploaded documents verifying the outcome.

If participants submit pay stubs from their training-related employment, there should be an Occupational Skills License and/or Certificate of Achievement already entered for this individual. Many participants have a Measurable Skills Gain (MSG) entered and an occupational skills certificate uploaded with a case note that they completed training, but no

credential entered. Uploading the document is only one step. The credential must be entered under the Credentials ribbon in their WIOA enrollment. Participants earn a credential upon completion of training and **a *second credential when they pass the licensing exam***. A transcript can be used if it verifies the date the student graduated. It can also verify the MSG and if the transcript is for an Associate Degree, it will verify the credential.

ITA Students should not only report when they find employment, but for those in occupations that require a license, they should report when they pass their licensure exam and receive their license. A second credential is captured when the licensing certification is entered. Training Providers should receive their student's licensure information from the organization that conducts the licensure exam. Ask the Training Provider to send the licensing information for their ITA students to the Career Center for data entry. The Training Provider may also be able to provide a website for staff to verify the licensing information. For example, the National Healthcare Workers Association website: https:// nationalhealthcareworkersassociation.com/certification-verification/ publishes a list of students who receive their licenses after completing one of their associated training programs. Career Center staff can verify a student's license by looking up the individuals by name.

If you have any questions concerning the information in this memo, please email ITA@commerce.alabama.gov for a response.