

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

Alabama Department of Workforce
Workforce Development
50 N. Ripley Street
Montgomery, Alabama 36130

ADMINISTRATIVE DIRECTIVE NO. PY2025-11

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) Program Guidelines

Purpose: This directive transmits notice of the State's guidelines for provision of WIOA ITA Program services. These are updated guidelines for the administration of this program.

Effective Date: April 27, 2026

Discussion:

The Individual Training Account (ITA) Program assists eligible participants in acquiring training services including technical instruction for Registered Apprenticeship Programs (RAPs). The WIOA ITA Guidelines ensure a structured and transparent process for managing ITA funding and services. Changes to the Guidelines include:

Pre-Registration Requirements

- Workforce Development has partnered with Adult Education to administer the TABE to individuals seeking WIOA assistance. Private providers must request and receive prior approval before administering the TABE.

ITA Key Principles

- At ITA enrollment, **each participant must be assigned a Business Services Representative (BSR)**. The BSR will support the participant throughout the ITA and assist with transitioning to an OJT unless employment is secured prior to training completion. If employment is not obtained within 30 days after training, the participant must be placed in an OJT.
- The OJT must relate to the recently completed training. Participants cannot be enrolled in an **ITA and an OJT at the same time**.
- If remediation is required, a minimum of **20 hours** of remediation is required by Adult Education before a post-TABE test can be administered.

WIOA Funds and Pell Grant

- ITA funds can pay for up to **4 semesters** of long-term training programs not to exceed the cost category cap set by each areas local board. These limits are voted on annually and updated in the Staff Resources.

Items Not Covered by ITA

- Individuals who have degrees higher than a bachelor's e.g., Master's, Doctoral degrees, will not be considered for an ITA.
- Remedial, prerequisite, academic, general studies or repeat courses. Students should use Pell grants, scholarships, or student loans to pay these costs.
- Only drug screening results that are 100% negative will be approved for ITA funding.

Participant Case Notes

- There should be a case note from the assigned BSR detailing the plan for progress and employment attainment after training completion.

Supportive Services

- Participants are reimbursed after applying and submitting receipts dated on or after their eligibility date. Requests must be submitted by the case manager with documentation of need and receipts dated on or after eligibility. Participants' addresses should be up to date in AlabamaWorks! before submitting for reimbursement. Check payments are issued directly to the participant. If relocation assistance services are being requested, service code 217- Relocation Assistance should be entered in AlabamaWorks!.

ITA Payment Guidelines

- Short-term programs: Tuition, fees, certification exam, license fee, books & supplies are all inclusive in the cost of short-term programs. (Supportive Services available for eligible items if total costs are over the WIOA maximum reimbursement amount).

For questions regarding the new ITA Guidelines, please contact ita@workforce.alabama.gov. This is the new ITA email address.

In addition to these changes in the Guidelines, updated ITA forms have been added to State Online Resources in the Alabama Works! system:

- ITA Process & Entering Steps (2026)
- ITA Request Form (2026)
- ITA Amended Form (2026)
- ITA Termination Form (2026)
- ITA Failed to Report (2026)
- ITA Pre-Registration & Rules and Responsibilities (2026)

ITA Cost Categories (2026) has been added to Staff Resources to outline approved cost categories for each area based on Local Board decisions.

This directive rescinds Governor’s Workforce Innovation Directive (GWID) No. PY2021-04, Change 01 and any previously issued Individual Training Account (ITA) Program Guidelines.

3. Action

Workforce Regions are responsible for reviewing the attached guidelines and developing regional policies aligning with the State’s policy. The attached policy may be adopted in full by regions as the regional ITA policy. If a Workforce Region opts to develop its own policy, it must adhere to the State’s programmatic guidelines, but it may make modifications to ITA processing procedures to reflect the region’s structure.

4. Contact Questions regarding this Directive should be referred to Lorilei Sanders, State Programs and Budget Section Manager, at (334) 353-1632, or lorilei.sanders@workforce.alabama.gov.

Tammy Wilkinson

**Tammy Wilkinson, Director
Workforce Development**

05/01/2026

Date

Attachment:

Program Year (PY) 2025 Individual Training Account (ITA) Guidelines

WIOA ITA GUIDELINES



Workforce Development
Revised April 2026

Individual Training Account (ITA) Guidelines

Revised April 2026

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1. Introduction

Individual Training Accounts (ITAs) are established under the Workforce Innovation and Opportunity Act (WIOA) to assist eligible participants in acquiring training services including technical instruction for Registered Apprenticeship Programs (RAPs).

These guidelines ensure a structured and transparent process for managing ITA funding and services.

Policies are subject to change based on the availability of WIOA funds, increased costs by Training Providers and policies implemented by the Alabama Workforce Board or Regional Workforce Boards.

WIOA serves individuals who have low or no marketable job skills. It is not an entitlement program. Applicants must meet eligibility and suitability requirements. WIOA funding does not support career changes.

ITA contracts are funded 100% with Federal Workforce Innovation and Opportunity Act Funds made available to the State of Alabama Department of Workforce by the U. S. Department of Labor/Employment and Training Administration as the Grantor.

ITA Key Principles:

- Available for occupational skills training from approved training providers
- Priority is given to in-demand occupations and Registered Apprenticeships.
- ITAs may be used for technical instruction in Registered Apprenticeships that combine classroom instruction with paid on-the-job training (OJT) and lead to industry-recognized credentials.
- Participants must actively engage in career planning.
- Funding decisions are based on demonstrated need, program suitability, and funding availability.
- Training providers must be listed on the state's Eligible Training Provider List (ETPL).
- At ITA enrollment, **each participant must be assigned a Business Services Representative (BSR)**. The Outreach Specialist will support the participant throughout the ITA and assist with transitioning to an OJT unless employment is secured prior to training completion. If employment is not obtained within 30 days after training, the participant must be placed in an OJT.
- The OJT must relate to the recently completed training. Participants cannot be enrolled in an **ITA and an OJT at the same time**.

2. Eligibility and Participant Decision-Making Process

Eligibility Criteria

- Must meet standard Youth, Adult, or Dislocated Worker WIOA eligibility requirements and be determined *suitable* for training.
- Once eligible individuals have interviewed, completed required assessments and career planning, they must be determined one or more of the following to receive an ITA:
 - Participant is unlikely after only career services to obtain or retain employment that leads to self-sufficiency or higher wages than previous job
 - Participants enrolled through the Adult funding stream are determined eligible according to each region's priority of service system. This includes meeting income levels set by the state's Regional Boards. The U.S. Secretary of Labor annually determines the Lower Living Standard Income Level (LLSIL) for uses described in the WIOA law including Adult training eligibility. The WIOA Self Sufficiency Charts LLSIL are updated yearly and available to WIOA case managers in the Staff Online Resources.
 - Participant has a demonstrated need for training based on participant assessments as documented in their Individual Employment Plan (IEP) or Individual Service Strategy (ISS).
- Training must align with local in-demand occupations with both case manager and participant reviewing the number of available job openings.
- Training should result in a job ready status at completion.
- Individuals are limited to **one** ITA for occupational skills training.

Note: WIOA and ITA eligibility must be completed prior to training. The ITA request must be approved by WD before the first day of class/semester/term for which ITA funds are being requested.

Apprenticeship-Related Eligibility

To receive ITA funding for apprenticeship-related training, the participant must:

- Be enrolled in a Registered Apprenticeship Program that is listed on the Alabama Eligible Training Provider List (ETPL).
- Meet standard WIOA eligibility requirements
- Demonstrate a need for ITA assistance, as documented in their Individual Employment Plan (IEP) or Individual Service Strategy (ISS).

Pre-Registration Requirements

Participants must complete the following pre-registration activities prior to ITA approval:

- Complete career exploration activities.
- Career pathway identification with assistance from the case manager.
- Test of Adult Basic Education (TABE) Locator to assess reading and math skill levels.
 - Youth applicants are required to take the full reading and math TABE Assessment.
 - Adult applicants must complete the TABE Locator.
 - Workforce Development has partnered with Adult Education to administer the TABE to individuals seeking WIOA assistance. *Private providers **must request and receive prior approval** before administering the TABE.*
 - Certain reading and math levels are required for training due to the complexity of the selected field. Applicants who score at the M level or below are considered Basic Skills Deficient (BSD). Basic Skills Deficient is defined as scoring at an 8.9 grade level or lower. If a participant scores below the required level for training, remediation is required, and the TABE must be retaken. ITAs will not be approved until participants score at the level required for the desired training program.
 - If remediation is required, a minimum of **20 hours** of remediation is required by Adult Education before a post-TABE test can be administered.
 - College coursework, transcripts, and WorkKeys scores will not be accepted in lieu of the TABE. Case Managers and Youth Providers should refer clients to www.tabetest.com for TABE study materials and practice tests prior to testing.
- **Registered Apprentices** are not required to complete an academic assessment like the TABE test unless it is explicitly required as part of their registered apprenticeship training standards

- Minimum TABE Levels per training type:

Occupational Skills Training Program	Program Length	TABE Locator Level	Training Program Examples
Short-Term Training	Less than 6 months	D	HVAC FastTrack, Aerospace Electrical Assembly, Computer Technician/ CompTIA A+
Truck Driving / Commercial Driver's License (CDL)	Varies: 4-8 weeks	M	Commercial Driver's License (CDL)
Short-Term Training	6 months to 1 year	A	Electrical Technology-short certificate, Diesel Technology, Construction Technology
Technical/Highly Technical Training	1 year or longer	A	Welding, Advanced Manufacturing Mechatronics, Diesel & Heavy Equipment Mechanics AAS
Medical Curricula:			
Short-Term Medical	Less than 1 year	D	Certified Nursing Assistant, Pharmacy Technician, Certified Clinical Medical Assistant
Licensed Practical Nurse (LPN) & other Medical Training	1 year or longer	A	LPN, Occupational or Physical Therapy, Respiratory Therapy, Surgical Operating Technician
Registered Nurse (RN) & Highly Technical Medical Curricula	1 year or longer	A	RN, Medical Laboratory Technician, Radiologic Technology, Medical Office Admin./Medical Support Specialist

3. Financial Aid Coordination

WIOA Funds and Pell Grant:

- Applicants must apply for Pell Grants if the training program is Pell eligible.
- ITA recipients must reapply for a Pell grant each year.
- Short-term training programs are not Pell grant eligible. (26 weeks or less)
- ITA funding will only cover the costs of occupational skills courses and related fees.
- Participants that are not Pell eligible must attempt to secure other funding sources to cover books and any other supplies associated with their program of study in the event ITA does not cover these additional costs
- ITA funds can pay for up to **4 semesters** of long-term training programs not to

exceed the cost category cap set by each areas local board. These limits are voted on annually and updated in the Staff Resources.

- If the *applicant* is ineligible for a Pell grant, it could affect their eligibility or suitability for an ITA. Documentation must be provided that includes the reason a student is ineligible. According to <https://studentaid.gov>, students are ineligible due to the following reasons:
 - Student and/or parent's income is over income limits
 - Failed to meet satisfactory academic progress of 2.00 GPA
 - Didn't meet Pace of Completion for educational progress (number of credits student should have completed by the end of each year)
 - Changed educational programs two or more times
 - Reached the lifetime limit for receiving Pell
 - Defaulted on a federal loan
 - Has already earned a baccalaureate degree (Determined on a case-by-case basis)
 - Overpayment of a previous federal grant

Items Not Covered by ITA

- Individuals who have degrees higher than a bachelor's e.g., Master's, Doctoral degrees, will not be considered for an ITA.
- Remedial, prerequisite, academic, general studies or repeat courses. Students should use Pell grants, scholarships or student loans to pay these costs.
- ITAs will not fund general associate degrees or transfer programs
- For long-term programs (4–6 semesters), the first and second semesters are the responsibility of the participant and must be funded through Pell Grants, loans, scholarships, or other means.
- Only drug screening results that are 100% negative will be approved for ITA funding.

Books and Supplies

- Pell Grants, scholarships, loans, or other financial aid must be used for books and supplies whenever available.
- For programs that are not Pell eligible (26 weeks or less), ITA funds may be used to cover tuition, fees, books, and supplies.

Online Courses

- ITAs will fund 100% online courses as long as there is a physical location in Alabama.

4. WIOA Funds and Apprenticeships

Covered Costs Under ITA for Apprenticeships

- Tuition and fees for classroom or online instruction required by the apprenticeship program.
- Books, tools, and supplies necessary for the coursework if not employer-funded
- Required certification or licensing exams completed within the apprenticeship timeframe.

Non-Covered Costs:

- Apprentice wages during On-the-Job Training (OJT)
- Employer-sponsored training costs that do not meet ITA eligibility.
- Additional tools, uniforms, or equipment beyond coursework requirements.

Process for ITA Approval in Apprenticeship Programs

1. **Apprentice Enrollment:** The apprentice must be registered in an approved program on the ETPL.
2. **WIOA Case Manager Evaluation:** WIOA staff review the apprenticeship agreement, ensure that the requested training aligns with in-demand occupations, and verify that other funding sources (such as employer contributions) have been considered.
3. **ITA/OJT Option:** Registered Apprentices cannot enroll in an OJT and an ITA at the same time. If enrolled in an OJT, ITA funding cannot begin until the OJT is completed. The same is required if a Registered Apprentice is enrolled in an ITA. OJT enrollment cannot begin until the ITA is successfully completed.
4. **ITA Contract:** ITA funds are awarded per semester or training period. Apprentices must maintain progress and provide documentation of continued participation in both the OJT and RTI components.
5. **Ongoing Monitoring:** Apprentices must submit progress reports, grades, or **completion certificates as required by their program.**

Apprenticeship and Career Pathways

Registered apprenticeships provide a structured career pathway, allowing participants to:

- Earn while they learn, reducing the financial burden typically associated with postsecondary education.
- Obtain industry-recognized credentials, ensuring long-term employability.

- Transition into permanent full-time employment with the sponsoring employer or within the industry.

Because apprenticeships directly connect participants to employment opportunities, training tied to an apprenticeship is automatically classified as in-demand, fulfilling WIOA's requirement that training leads to high-growth, high-wage careers.

Employer Responsibilities in ITA-Funded Apprenticeships

Employers participating in ITA-funded apprenticeships must:

- Be registered with the Alabama Office of Apprenticeship (AOA) or the U.S. Department of Labor (USDOL) Office of Apprenticeship.
- Provide structured OJT as defined in the program's work process schedule.
- Agree to contribute toward the cost of training or support apprentices through wage progression.
- Follows the ITA guidelines for reimbursement policy and process.

Additionally, AOA has implemented a "*last-dollar scholarship*" policy for registered apprentices, ensuring that employers cover any remaining training costs after all other financial aid sources, including WIOA ITA funds, have been exhausted.

5. Training Process and Requirements

ITA Cost Categories:

ITAs are reimbursed with maximum cost based on the length of training. These cost categories vary by area and are updated annually. ITA Cost Categories by Area is available in the Staff Online Resources.

Break in Training:

- Allowed only if documented and approved by the WIOA case manager and Workforce Development.
- Career services must continue during any break.

Training Time and Funds:

- Maximum training duration: 104 weeks.
- Funding is awarded one semester at a time.
- Participants must maintain full-time enrollment per the institution's definition and maintain a minimum 2.0 GPA.
- Grades and updated cost breakdowns must be submitted prior to each new semester.

Training-Related Employment:

- Employment must be directly related to the training received.
- Case managers assist in job placement and tracking. Applicants will be assigned an OJT case manager at the time of enrollment to help ensure job placement after training completion.
- Training completers who are not employed within **30** days of completion, should be enrolled in On-the-Job Training (OJT) in training related employment.

6. ITA Enrollment Procedures

ITA Case Manager Requirements:

- Applicants must be accepted into an ETPL approved program.
- WIOA eligibility, enrollment and services information must be entered and required documents uploaded into the AW! prior to ITA application.
- ITA Request must be sent to the ITA unit no later than 2 weeks before the training start date. Same day or next day ITA Requests will not be approved. Email **ita@workforce.alabama.gov** if there are extenuating circumstances prohibiting the ITA Request being submitted before the two-week submission deadline.
- ITAs will not be reviewed for approval if all required documentation is not entered and uploaded in AlabamaWorks!.
- The online Training Justification must be completed for Adults and Dislocated Workers
- **Participant Case Notes must include:**
 - **Intake and Eligibility:** brief statement of the participant's employment situation, supportive service needs, barriers, and occupational goals and be consistent with documentation uploaded to the file. There should be a case note from the assigned Business Services Representative (BSR) detailing the plan for progress and employment attainment after training completion.
 - **Determination of Training Need and Suitability:** describe the suitability determination and the training link to employment opportunities in the local area/region or in an area to which a participant is willing to commute or relocate.
 - **Beginning Date of Training:** (once it's verified the participant actually started), title of training program, training provider/school, approximate cost and planned end date.
 - **Ending Date of Training:** whether the participant successfully completed and the credential/license status. The end date is the last day the participant

attends any element of the training program which may not include post training testing.

- **Service Closure/Exit:** A full description of the participant's status at exit and include employment/non-employment, employer name, hire date, hours, and wage. Any exclusion must also be described; and
- **Follow-up:** A full description of the quarterly follow-up services and information provided to WIOA participants.

Required Documentation

✦ **All WIOA Eligibility and Enrollment documentation must be uploaded before ITA and/or Amendment submission**

- Required Eligibility Documents to be Uploaded for Adults, Dislocated Workers and Youth:
 1. Customer Information Form-Signed and Dated
 2. WIOA Application- Signed and Dated
 3. Driver's License/Passport/ Non-Driver's Identification Card *
 4. Social Security Card *
 5. Selective Service Acknowledgement Form
 6. Eligibility documentation -examples include but are not limited to Pay stubs, Official Documentation from DHR for Food Stamp eligibility, Layoff letter, UI Wage documentation screen/printout or Signed Applicant Statement.
 7. TABE Results
 8. Customer Agreement Form-Signed and Dated
 9. Information Release Form -Signed and Dated
 10. Grievance & Complaint Form -Signed and Dated
 11. IEP/ISS -Signed and Dated
 12. Objective Summary
 13. Please upload the My Next Move assessment printout as a separate file under the Documents tab. Document in case notes the assessment has been completed.

Refer to Eligibility Document Log for more examples of acceptable documents

Note: Youth under 18 require a parent/guardian signature on WIOA paperwork.

ITA required documents must be uploaded prior to approval:

- Participant transcript or grades. A 2.0 GPA is required for an ITA.
- Pell grant award or other scholarships with the grant amount or denial
- Program acceptance letter

- Cost breakdown per semester available from the provider or the participant's education account if enrolled at a community college.
- Signed ITA Rules and Responsibilities
- ITA Pre-Registration Activities
- CDL Training applicants: Motor Vehicle Report (MVR), Drug Screen, Department of Transportation (DOT) Physical and CDL permit

Funding Allocation:

- Regional Workforce boards allocate funding based on need and availability.
- Case managers track participant spending to prevent exceeding funding caps.

Case Management and Communication:

- Monthly participant contact required.
- In-person, over the phone meetings, and email contact at the end of each semester.
- Verify with participant or payment office to verify costs and payments from other scholarships.
- Participants must report employment, address changes, and any academic issues.

7. Supportive Services

WIOA Supportive Services provide up to \$500 for participants needing assistance to complete training and secure employment. Funds cover essential expenses like tools, uniforms, and childcare for those unable to obtain them otherwise.

These funds can also be requested for reimbursement of certification and licensing fees. Exams must be taken within 90 days from graduation to be eligible for reimbursement.

Participants are reimbursed after applying and submitting receipts dated on or after their eligibility date. Requests must be submitted by the case manager with documentation of need and receipts dated on or after eligibility. Participants addresses should be up to date in AlabamaWorks! before submitting for reimbursement. Check payments are issued directly to the participant. If relocation assistance services are being requested, service code 217- Relocation Assistance should be entered in AlabamaWorks!.

8. Performance and Follow-Up Services

Vacating an ITA:

- Participants failing to report for training must notify case managers within 24 hours.
- See instructions on how to enter terminations, failure to report, amendments and others under 10. ITA Process and Entering Instructions.

Employment Verification

- Employment verification is required for participants not appearing in UI wage records.
- Acceptable verification includes employer forms, pay stubs, case manager documentation, or the Employment Follow Up Survey available in the Staff Online Resources.

Follow-Up and Performance

- Performance measures include employment rates in the 2nd and 4th quarters after training. These are updated yearly and available in Staff Resources under Eligibility. ([WIOA PY25 Performance Goals](#))
- Participants must engage in follow-up services for 12 months post-training.

Credentials, Certificates, and Degrees:

- ITAs fund industry-recognized credentials only.
- General skill certificates (e.g., OSHA, CPR) do not qualify as recognized credentials.

9. ITA Payment Guidelines

Items Covered

- Tuition and Fees for required occupation-specific skills courses.
- Short-term programs: Tuition, fees, certification exam, license fee, books & supplies are all inclusive in the cost of short-term programs. (Supportive Services available for eligible items if total costs are over the WIOA maximum reimbursement amount)

Items Not Covered

- Remedial, prerequisite, academic, general studies, or a to retake courses.
- *Suggested* Books, supplies, etc.
- If Pell eligible, Books, supplies, and tools
- Out-of-state tuition rates.
- Personal expenses (housing, food, transportation).
- Electronics (laptops, tablets, printers, etc.).
- Shipping costs for books, tools, supplies, etc.

Reimbursement Information

- Training providers must submit reimbursement requests within 20 class days of training start.
- Payments are made directly to the training provider, not to participants.

Changes in Enrollment

- Curriculum or funding changes require ITA Amendment approval.
- For long term programs, curriculum changes after the first ITA paid semester will not be approved
- Case notes must be detailed in nature on request for changes.
- Participants must maintain communication with case managers to avoid funding holds.

***** Training expenses not funded by WIOA are the responsibility of the student.***

Cases Involving Scholarships

When a participant is approved to receive multiple types of financial aid—such as scholarships, Pell Grants, and WIOA funding—the funds must be applied in the following order:

1. **Scholarships** (for all eligible expenses)
2. **Pell Grants** (for books, supplies, and related expenses)
3. **WIOA funding** (for tuition and fees)

Scholarships may cover a variety of expenses, including school-related costs, personal expenses, or both. WIOA funds, however, are paid directly to the training provider and may be used for tuition, fees, books, and supplies only when no other financial aid is available.

When all three types of financial assistance are received, scholarship funds should be applied first to eligible school expenses. Pell Grant funds should then be used for books, supplies, and related costs. If a balance remains for tuition and fees, WIOA funds may be used to cover those remaining costs.

If an adjustment to the order of applying financial aid is necessary, the financial aid office must coordinate with the Career Center Case Manager and the ITA Payment Office to obtain approval.

Contact Information:

For ITA reimbursement inquiries, student account assistance, or training provider agreement details, contact:

Tamara Holcomb – tamara.holcomb@workforce.alabama.gov

10. ITA Process and Entering Instructions

www.alabamaworks.workforce.alabama.gov

- Current ITA forms are in Staff Online Resources in AlabamaWorks!
- WIOA Case Managers must sign the CIF, WIOA Application, and Self-Attestation/Applicant Statement.
- AlabamaWorks! participant State IDs are entered on the ITA Request form and any email communication to protect the individual's personally identifiable information (PII).

★ **This is the order of services that should be entered into AlabamaWorks! before the 300 service:**

- **102: Initial Assessment:** This service is for CIF the participant has completed when beginning to receive WIOA services.
- **203: Objective Assessment:** This service represents the information staff gather for the Eligibility.
- **204: Interest and Aptitude Testing:** This service represents the Objective Assessment Summary under the Plan (3rd column).
- **205: Develop Service Strategies (IEP/ISS):** This service represents the IEP/ISS under the Plan (3rd column).
 - After staff enter the above services (in this order) and the Training Justification, then the 300 Training Service can be entered. No Training Justification for Youth.

Youth Providers

- **Order of services that should entered in AlabamaWorks! before the 416 Youth service can be entered:**
 - **412: Objective Assessment:** This service represents the information staff gather for the Eligibility.
 - **413: Develop Service Strategies (IEP/ISS):** This service represents the IEP/ISS under the Plan (3rd column)

1. Enter ITA into Alabama Works system.

- Under the participants WIOA tab **click** [Create Activity / Enrollment / Service](#)
- **DO NOT CHOOSE STATEWIDE ADULT, DLW, or YOUTH**
- **Select** Office Location of Career Center or Youth Provider
- Make sure to **check** the box for WIOA or Non-WIOA Partner Program
- **Select Partner:** WIOA Title 1 Workforce Development
- **Select** Activity Code:
 - **ADULT & DLW: 300 - Occupational Skills – Approved Provider (ETPL/ITA)**
 - **YOUTH: 416 - Occupational Skills Training - Approved Provider**
- **Enter** Projected Beginning date (**Enter Actual Begin Date after class starts**)
- **Enter** Projected **Ending** date (**date after training program will be completed**)
- **Select** Yes- Participant has been issued an ITA
- **Press Next** button at bottom of each page to proceed with enrollment
- **Select** Training Provider
- **Select** Service, Course
- **Select** Occupational Code (**Do not change** enrollment costs)
- **Select** finish in Closure Tab to finish enrollment and save changes

2. Complete the ITA Request form with the participant's name, Email
the ITA Request form to ITA@workforce.alabama.gov .

The **subject line** of email should **include** the **name** of the **Career Center/Youth Provider** sending the ITA.

Once the email is opened by WD staff, the Career Center and/or Youth Provider will receive a "**Received**" response.

The approved contract **will be emailed to you** from **WD**.

WD staff will send copy to ITA payment office.

WD staff will upload copy of approved contract in the participant's document folder in AW.

3. Notify participant and Training provider of approval.

The **ITA cannot be approved** until **all Enrollment and Eligibility documentation** is **entered** in AlabamaWorks!.

AMENDMENTS

1. **Enter** the necessary changes in AlabamaWorks! system.
Only **Amendments** that affect the **Budget** allocation, **Provider** choice, or **Curriculum** change **are required** to be approved. **Most Changes** (projected start date or end date) **do not require** an amendment or approval. These changes can be completed by Case Manager and documented in case notes. **Time extension** of 1 semester or more **will require** an amendment and approval from the WD ITA Section. Correct any date change in AW!.
2. **Email** copy of Amendment to **ITA@workforce.alabama.gov**. An approved amendment will be **emailed to you** from WD. Forward the approved amendment to the Training Provider. WD staff will send copy to ITA payment office.

FAILURE TO REPORT

1. **Enter** the **Closure Information** in Alabama Works system.
“Dropped Out” Completion Code should be entered in the closing tab of the 300 service.
DO NOT USE the “Dropped Out” Completion Code for any other reason than FTR.
2. **Email** a copy of **FTR** to **ITA@workforce.alabama.gov** and to the **Training Provider**. Also copy Tamara Holcomb at **tamara.holcomb@workforce.alabama.gov**. Failure to Report must be uploaded in Documents tab in AlabamaWorks!.
3. **WD staff will send copy to ITA payment office.**

***** If the class doesn't make or Participant decides not to attend:**

- **FTR is not required** if Training Provider has a **new scheduled start date** for class.
- If class is **not re-scheduled** or participant **decides not to attend, send copy of original contract with notification of Rescind** to **ITA@workforce.alabama.gov** and **document** in case notes. WD staff will delete service.

WD will send copy of rescinded contract to ITA payment office and upload in AlabamaWorks!.

TERMINATIONS

1. **Complete** Termination form based on **verified** information from the Training Provider and document the information source.

Provide and **document** the information **source**. This form **should be submitted** within **two weeks** from date the participant **completes** training or **discontinues** training. **Select** Successful completion code if service has received MSG's.

2. **Enter** the [Closure Information](#) in AlabamaWorks! system.
3. **Email** copy to ITA@workforce.alabama.gov and to the Training Provider. Also copy Tamara Holcomb at tamara.holcomb@workforce.alabama.gov. Terminations must be uploaded in Documents tab in AlabamaWorks!.

WD ITA staff will send Report of Termination to ITA payment office.

Career Center staff and Youth Providers will upload Failure to Report and Termination in participant's document folder in AlabamaWorks! prior to emailing the documents to the ITA email.