

KAY IVEY  
GOVERNOR



GREG CANFIELD  
SECRETARY OF COMMERCE

STATE OF ALABAMA

August 10, 2023

MEMORANDUM  
GLWA PY 23-01

TO: Stephen Smith, Administrator  
Alabama State Employment Service

FROM: Tracey C. Smith, Workforce Development Manager *TS*  
Governor's Local Workforce Areas

SUBJECT: Governor's Local Workforce Area (GLWA) Workforce Innovation and  
Opportunity Act (WIOA) Individual Training Account (ITA) Request  
Deadline for the 2023 Fall Semester

Due to the high volume of Individual Training Account (ITA) Requests received by the Governor's Local Workforce Area (GLWA), for the upcoming fall semester, a deadline for submission has been established. ITAs needing approval for the training provider's 2023 Fall semester must be submitted by 4:30 p.m. today, Thursday August 10, 2023. ITA requests cannot be processed/approved by GLWA unless the Career Center has uploaded the required documents for eligibility and training. Career Center staff are responsible for relaying this information to ITA applicants.

Any ITA requests received after today for the 2023 Fall semester, will not be processed.

ITA Requests for short-term training programs will continue to be accepted.

Questions concerning this memo should be sent to [ITA@commerce.alabama.gov](mailto:ITA@commerce.alabama.gov).