

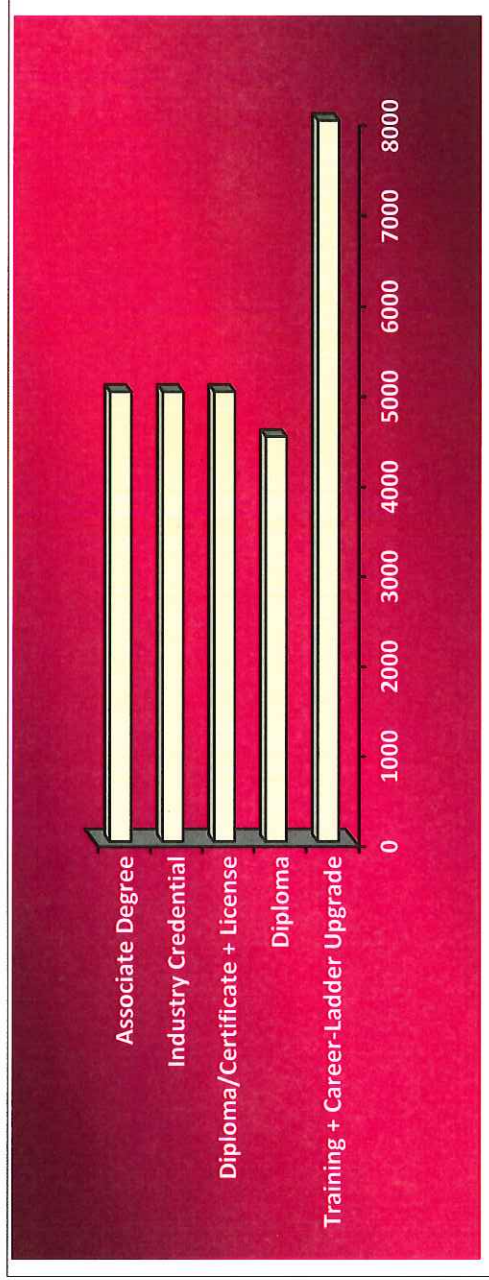
LACKAWANNA COUNTY  
WORKFORCE DEVELOPMENT BOARD

Attachment A

INDIVIDUAL TRAINING ACCOUNT (ITA) FUNDING CAP  
PROGRAM YEAR 2017 (7-1-17 → 6-30-18)

To ensure compliance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, and in collaboration with our Northeast Pennsylvania Consortium of Workforce Board partners (Luzerne/Schuylkill, Northern Tier, Pocono Counties), the Lackawanna County Workforce Development Board (WDB) adopts the following Individual Training Account (ITA) policy for the 2017 Program Year based on high-priority occupations of the current Program Year, as defined by the Commonwealth of Pennsylvania, Center for Workforce Information and Analysis (CWIA). These occupations will be given priority for disbursement of training funds as dictated by local/regional employer demand. Higher skill level occupations on a career ladder will be given a higher CAP, dependent upon the type of educational outcomes awarded by local training providers/educational institutions. As such, the structure is presented as follows:

Maximum ITA CAPS



Associate Degree	Two-year program of study recognized by Pa Department of Education
Industry Credential	Attestation of qualification, competency or authority issued to an individual by a third-party with a relevant or de facto authority or assumed competency to do so.
Diploma/Certificate + License	Document issued by an educational institution that the recipient has successfully completed a particular course of study + attainment of PA license within area of training.
Diploma	Document issued by an educational institution that the recipient has successfully completed a particular course of study.
Training + Career-ladder Upgrade	Award by education facility for successful completion of course of study recognized by industry as higher skill level.

In turn, each industry cluster, as identified below, is subdivided into specific occupational areas within the designated levels charted above. It should be noted here that the determination of the allowable CAP within each tier will fluctuate dependent on such factors as the educational level attained, the anticipated wage at placement into unsubsidized employment, usage of any Federal/State aid, the level of training required upon entry for completion of program of study, and/or additional identified/documentated factors.

INDUSTRY CLUSTER	EDUCATIONAL LEVEL
<b>HEALTH CARE</b> <ul style="list-style-type: none"> <li>• Dental Assistant</li> <li>• Licensed Practical Nurse</li> <li>• Medical Secretary</li> <li>• Nursing Assistant</li> <li>• Registered Nurse</li> <li>• Substance Abuse &amp; Behavioral Disorder Counselors</li> </ul>	Diploma Diploma + License Certificate Certificate/License Bachelor's Degree Bachelor's Degree
<b>BUSINESS/FINANCE</b> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Computer User Support Specialist</li> <li>• Customer Service</li> <li>• Supervisor – Office &amp; Administrative Support</li> <li>• Bookkeeping, Accounting &amp; Auditing Clerk</li> <li>• Office Clerk-General</li> <li>• Bill and Account Collectors</li> </ul>	Associate Degree Industry Credential Certificate + Credential Diploma & Related Work Experience Diploma and/or Certificate Diploma Diploma & OJT
<b>LOGISTICS &amp; TRANSPORTATION</b> <ul style="list-style-type: none"> <li>• Automotive Technician</li> <li>• CDL – A</li> <li>• CDL – A with passenger endorsement</li> <li>• CDL – B (Bus Drivers)</li> <li>• Heavy Equipment Operator</li> <li>• Construction Laborers</li> <li>• Highway Maintenance Workers</li> <li>• Bus &amp; Truck Mechanic &amp; Diesel Engine Specialist</li> </ul>	Associate Degree Diploma/Certificate + License Diploma/Certificate + License Certificate + License Diploma Diploma + Short-Term Training Short-Term Training Certificate and/or Apprenticeship
<b>MANUFACTURING</b> <ul style="list-style-type: none"> <li>• Computerized Numerical Control</li> <li>• Electricians</li> <li>• Civil Engineers</li> <li>• Industrial Machinery Mechanic</li> <li>• Welders, Cutters, Solderers &amp; Brazers</li> </ul>	Certificate/Career-Ladder Upgrade Associate Degree and/or Apprenticeship Bachelor's Degree Certificate, OJT and/or Apprenticeship Diploma and/or Industry Credential
<b>OTHER*</b> <ul style="list-style-type: none"> <li>• General Operations Manager</li> <li>• Human Resource Specialist</li> <li>• Customer Service Rep</li> <li>• Secretaries</li> </ul>	Bachelor's Degree Bachelor's Degree Post-Secondary Training Diploma

\*Occupations across various industries.

This chart represents a sampling of available programs. Other areas of training may be identified/included following the same guidelines.

#### Additional ITA Policy Provisions:

- The maximum amount of reimbursement payable to any given training provider will not exceed \$5,000 or the actual cost of training, whichever is less, unless it is determined that the customer (trainee) is engaged in career-ladder training as recognized by an employer and/or industry. In that case, an additional \$3,000 will be made available to support second-tier training (i.e., Nursing Assistant to LPN; LPN to RN; machine operator to CNC Operator; MOS certification to Associate Degree in Computer Science, etc.). The wage expectancy is based on the average experience level for the occupation and self-sufficiency wage.
- Training must be in a demand occupation within the local labor market. Training is oriented to full-time, unsubsidized employment in the occupation trained for in a competitive wage.
- The maximum training amount to be allocated per ITA includes the following allowable costs: tuition, fees, books, supplies, and any other course requirements. Funds must be used to cover tuition first. ITA does not cover, nor will payment be made, to a third party and, under no circumstances, will payment be made directly to a customer.
- PELL/PHEAA grants and other sources of funding must be exhausted prior to use of WIOA funds.
- Priority is given to Lackawanna County residents and its targeted populations (i.e., veterans, low income adults, dislocated workers, eligible youth, etc.).
- ITA's cannot be used to pay for computers, computer hardware, computer software, living expenses, and non-required optional expenses or late fees.
- Customer who have participated in any other federally funded training program during the previous 3-year period must be evaluated prior to re-enrollment to determine appropriateness of additional training.
- Specific courses will be funded on a one-time basis. Customers must repeat a failed course at their own expense.
- ITA will not be written for individuals with defaulted student loans unless under explainable circumstance. Customer must indicate how remaining costs of training will be funded if over CAP allowance.
- ITA's will not be issued to any student who does not have a high school diploma or GED equivalent unless under specific circumstance as documented in case file and approved by the applicable service provider.
- ITA length shall not exceed 24 months. Waiver may be granted on a case-by-case basis only when approved in writing by the applicable Title I provider and the WDB Executive Director.
- In order to be more responsive to current and future economic needs, the Lackawanna County WDB targets new and/or emerging occupations which have higher skill level needs and are able to provide family-sustaining wages in issuance of ITA.
- Workforce dollars may be targeted to occupations with shortages of workers, not occupations with excess supply.

The Lackawanna County WDB will review ITA CAP limits, as defined herein, on a 6-month basis if warranted by economic expansion or demonstrated circumstance of need as determined by the Executive Committee of the WDB.

**Performance Accountability Template (fillable)**

Local Workforce Development Area name:

Effective Date:

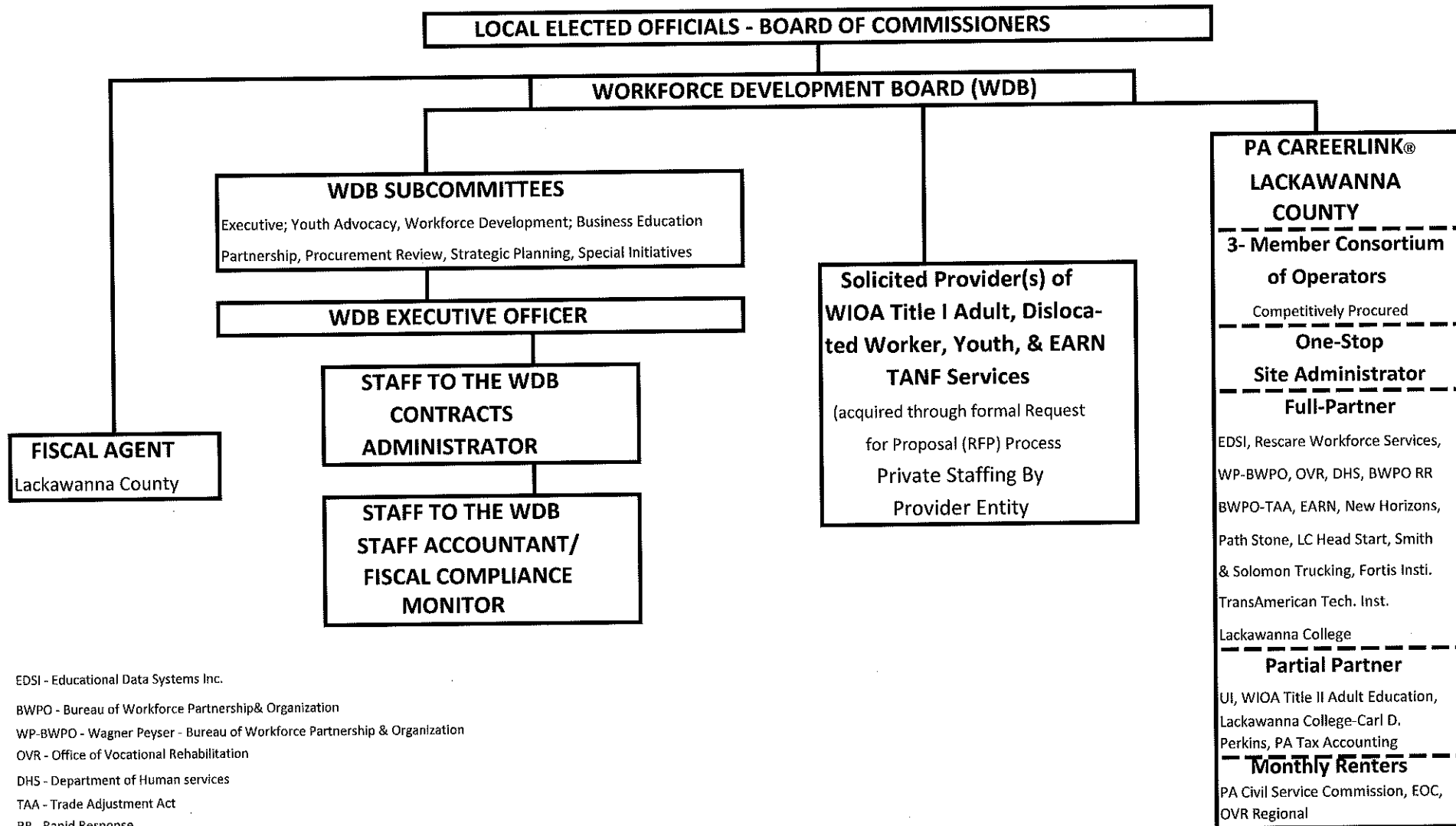
WIOA Title I Programs

Attachment B

WIOA Performance Measures	Local Area PY17 Negotiated Performance Goals	Local Area PY16 Attained Performance Measures
<b>Employment (Second Quarter after Exit)</b>	<b>Negotiated Goals</b>	<b>Attained Performance</b>
Adult	65%	Not Available (NA)
Dislocated Worker	74%	NA
Youth	65%	NA
<b>Employment (Fourth Quarter after Exit)</b>	<b>Negotiated Goals</b>	<b>Attained Performance</b>
Adult	65%	NA
Dislocated Worker	75%	NA
Youth	57%	NA
<b>Median Earnings (Second Quarter after Exit)</b>	<b>Negotiated Goals</b>	<b>Attained Performance</b>
Adult	\$5,000	NA
Dislocated Worker	\$7,000	NA
Youth	Baseline	NA
<b>Credential Attainment Rate</b>	<b>Negotiated Goals</b>	<b>Attained Performance</b>
Adult	55%	NA
Dislocated Worker	57%	NA
Youth	70%	NA
<b>Measurable Skill Gains</b>	<b>Negotiated Goals</b>	<b>Attained Performance</b>
Adult	Baseline	NA
Dislocated Worker	Baseline	NA
Youth	Baseline	NA
<b>Effectiveness in Serving Employers</b>	<b>Negotiated Goals</b>	<b>Attained Performance</b>
Adult	Baseline	NA
Dislocated Worker	Baseline	NA
Youth	Baseline	NA

Local workforce development boards (LWDB) are required to include their WIOA core programs negotiated goals and attained performance as part of their four-year local plans, as well as any modifications to such plans.

**DIVISION OF OPERATIONS - WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**



EDSI - Educational Data Systems Inc.

BWPO - Bureau of Workforce Partnership & Organization

WP-BWPO - Wagner Peyser - Bureau of Workforce Partnership & Organization

OVR - Office of Vocational Rehabilitation

DHS - Department of Human services

TAA - Trade Adjustment Act

RR - Rapid Response

LC - Lackawanna County

UI - Unemployment Insurance

EOC - Educational Opportunity Center

**PA CAREERLINK® LACKAWANNA COUNTY**

135 Franklin Avenue  
Scranton, PA 18503

The PA CareerLink® Lackawanna County is a comprehensive One-Stop Center in affiliation with the American Job Network. It is comprised of a myriad of partners and members who support the goal of the Center: *to provide all job seekers and workers with high-quality career, training, and supportive services needed to obtain and maintain good jobs as well as address the needs of business and industry throughout the community.*

**INFRASTRUCTURE FUNDING AGREEMENT (IFA)**

*"Proportionate Use...Relative Benefits"*

