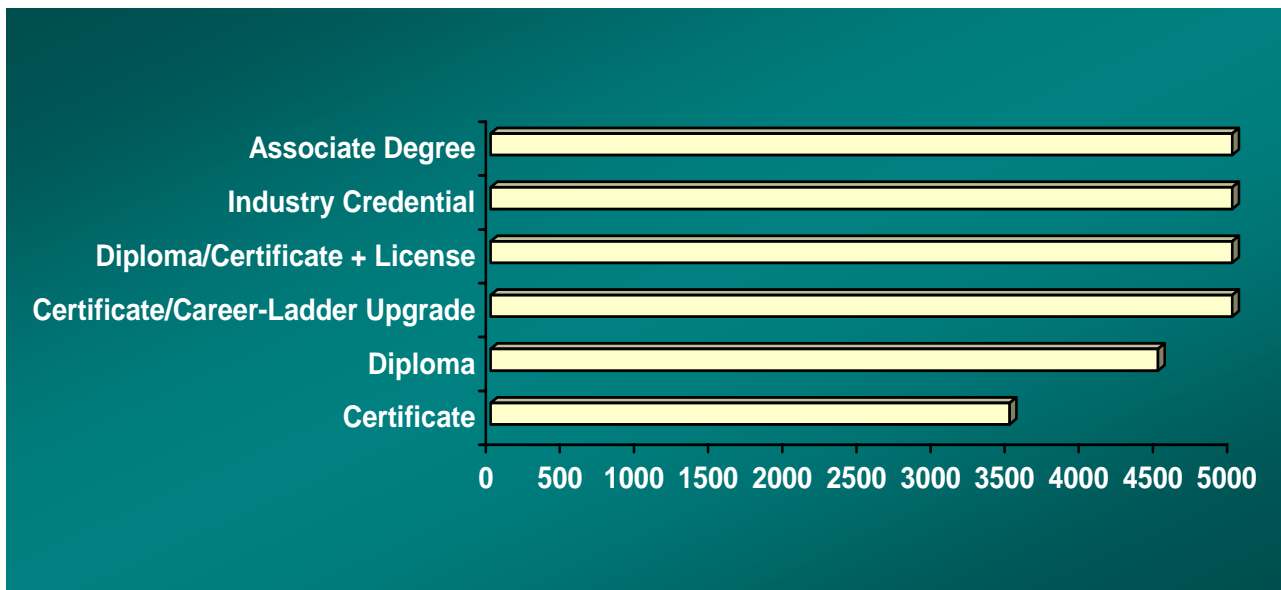


**LACKAWANNA COUNTY
WORKFORCE INVESTMENT BOARD**

**INDIVIDUAL TRAINING ACCOUNT (ITA) FUNDING CAP
PROGRAM YEAR 2011 (7-1-11 → 6-30-12)**

The Lackawanna County Workforce Investment Board (WIB), recognizing a still-fluctuating local economy, proposes a tiered structure for issuance of training funds for the 2011 Program Year. Based on high-priority occupations of the current Fiscal Year, as defined by the Commonwealth of Pennsylvania, Center for Workforce Information and Analysis (CWIA), certain occupations have a projected employment percentage growth. These occupations will be given priority for disbursement of training funds above those with lower growth expectancy rates. 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.
Certificate/Career-ladder Upgrade	Award by education facility for successful completion of course of study recognized by industry as higher skill level.
Diploma	Document issued by an educational institution that the recipient has successfully completed a particular course of study.
Certificate	Award by an educational facility for successful completion of a course of study.

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
HEALTH CARE <ul style="list-style-type: none"> • Bio-Medical Technician • Cardiac Sonography • Clinical Medical Assistant • Dental Assistant • Health Records Information • Licensed Practical Nurse • Medical Assistant • Medical Billing/Coding • Nurses Aide • Paramedic • Pharmacy Technician • Phlebotomy • Radiology • Vascular Technician • Veterinary technician 	Associate Degree Associate Degree Certificate Diploma or Certificate Associate Degree Diploma + License Certificate Associate Degree Certificate + License Diploma Certificate Certificate Associate Degree Associate Degree Associate Degree
BUSINESS/FINANCE <ul style="list-style-type: none"> • Administrative Professional • Accounting • Business Administration • CISCO Certificate • Computer Network Technician • Customer Service • IT Systems Engineer • Office Professional 	Certificate Associate Degree Associate Degree Industry Credential Industry Credential Certificate Associate Degree Certificate
LOGISTICS & TRANSPORTATION <ul style="list-style-type: none"> • Automotive Technician • CDL – A • CDL – A with passenger endorsement • CDL – B • Heavy Equipment Operator • Heavy Equipment Operator – Class B • Supply Management 	Associate Degree Diploma/Certificate + License Diploma/Certificate + License Certificate + License Diploma Diploma + License Certificate
MANUFACTURING <ul style="list-style-type: none"> • Architectural Drafting • Computerized Numerical Control • Electrical Construction • Electronics Technician • Engineering • Marcellus Shale Gas Training • HVAC • Welding 	Associate Degree Certificate/Career-Ladder Upgrade Associate Degree Associate Degree Associate Degree Certificate Associate Degree or Certificate Industry Credential

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.** The ITA Cap is attached to the expected wage for the training or occupation. 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/PHEAAS grants and other sources of funding must be exhausted prior to use of WIA funds;
- Priority is given to Lackawanna County residents and its targeted populations (i.e., veterans, low income adults, dislocated workers, economically disadvantaged 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 cannot have participated in a WIA and/or other federally funded program of training during previous 5-year period;
- 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. 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;
- ITA length shall not exceed 18 months. Waiver may be granted on a case-by-case basis only when approved in writing by the applicable Operations Director and the WIB Executive Director;
- In order to be more responsive to current and future economic needs, the Lackawanna County WIB has identified new and/or emerging occupations which have higher skill level needs and are able to provide family-sustaining wages; and
- Workforce dollars will be targeted to occupations with shortages of workers, not occupations with excess supply.

The Lackawanna County WIB reserves the right to waive the ITA CAP limits, as defined herein, to support economic expansion or demonstrated circumstance of need as determined by the Executive Committee of the WIB.