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Individual Training Account (ITA) Policies and Procedures

GENERAL INSTRUCTIONS

The attached directive is being issued in draft to allow the Workforce Development Community to review and comment prior to final issuance.

Submit any comments by email no later than **Monday, January 13th, 2025**.

All comments received within the comment period will be considered before issuing the final directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final directive.

Comments received after the specified due date will not be considered.

Email: Lmartinez1@tularewib.org

Include “Draft ITA Policies and Procedures Directive Comment” in the email subject line.

Mail: Workforce Investment Board of Tulare County
Attn: **Lisa Martinez**
309 W. Main St., Ste. 120
Visalia, CA 93291

If you have any questions, contact **Lisa Martinez** at 559-713-5253



DIRECTIVE

Workforce Investment Board of Tulare County

Date: December XX, 2024

TUL 24-08 Individual Training Accounts Policy and Procedures

EXECUTIVE SUMMARY:

Under the Workforce Innovation and Opportunity Act (WIOA) occupational skills training (OST) is available to Adult, Dislocated Workers (DW), and Out of School Youth (OSY) through Individual Training Accounts (ITA). An OST is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields. An ITA is designed to provide training services to customers who need training to prepare for employment within in-demand occupations in Tulare County. Eligible customers may access an ITA through Eligible Training Providers (ETP) who are eligible to receive WIOA Title I, subtitle B funds, and specialized grants for training services. The Employment Development Department (EDD) is responsible for publishing, disseminating, and maintaining the comprehensive California Eligible Training Provider List (CA ETPL).

The purpose of this ITA Policy and Procedures directive is to establish uniformity among Training Providers and streamline the process for customers to obtain an ITA. This policy aims to achieve the goal of informed customer choice by defining WIOA training services and detailing the procedures for issuing, documenting, and tracking an ITA, as well as collecting performance data.

This directive contains WIOA and locally imposed requirements.

This Directive supersedes WIB Directive TUL 12-06, *Individual Training Accounts*, dated August 12, 2012.

REFERENCES:

- WIOA [Public Law 113-128](#)
- Training and Employment Guidance Letter (TEGL), [TEGL No. 21-22](#) WIOA – Adult and Dislocated Worker Training, June 9, 2023

- TEGL, [TEGL No. 19-16](#), Operating Guidance for Workforce Innovation and Opportunity Act, March 1, 2017
- TEGL, [TEGL No. 10-16](#), Performance Accountability Guidance for WIOA Title I, Title II, Title III, and Title VI Core Program, December 19, 2016
- Employment Development Department (EDD) Directive, [WSD 23-03](#), Performance Guidance, November 8, 2023
- EDD Directive [WSD 22-15](#), WIOA Data Validation Source Documentation, June 27, 2023
- EDD Directive [WSD 21-03](#), ETPL Policy and Procedures, November 10, 2021
- EDD Directive [WSD 18-10](#), WIOA Expenditure Requirement, January 31, 2019
- WIB Directive [TUL 23-04](#), WIB WIOA Eligible Training Provider List Policy and Procedures
- WIB Directive [TUL 22-04](#), Performance Guidance
- WIB Directive [TUL 21-04](#), CalJOBS Participant Reporting
- WIB Directive [TUL 22-01](#), Priority of Service for Veterans and Eligible Spouses
- WIB Directive [TUL 20-05](#), Recovery of WIOA Tuition and Training Refunds
- WIB Directive [TUL 19-06](#), WIOA Title I Adult and Dislocated Worker Follow-up Services
- WIB Directive [TUL 19-03](#), Use of Confidentiality of Participants Personally Identifiable Information (PII)
- WIB Directive [TUL 19-01](#), WIOA Grievance and Complaint Resolution Procedures
- WIB Directive [TUL 17-05](#), Nondiscrimination and Equal Opportunity Procedures
- WIB Directive [TUL 16-01](#), WIOA Adult Program Priority of Service
- Higher Education Act of 1965 ([Public Law 89-329](#))

BACKGROUND:

Under WIOA, training services are provided to eligible individuals by ETPs who receive payment for their services through an ITA. ITAs are established on behalf of participants to finance training services. In consultation with a career coach, WIOA Title I Adult, DW and OSY participants select training programs from ETPs.

Under WIOA, there are basic and individualized career services and training services. A determination that a participant needs individualized and/or training services can be made without regard to a sequence of services. Participants must meet the eligibility requirements of Adult, Dislocated Worker, or OSY ages 16-24 before training services can be provided.

WIOA Eligibility Requirements for Training

Training services may be made available to actively employed and unemployed Adults, DWs, and OSY. To qualify, these individuals must meet all of the following requirements, which are determined through an interview, evaluation, assessment, and career planning process:

1. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services.
2. In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.
3. Have the skills and qualifications to participate successfully in training services.
4. Select a training program directly linked to the employment opportunities in the local area, the planning region, or another area; the individuals are willing to commute or relocate.
5. Are unable to obtain grant assistance from other resources to pay the costs of training, including state-funded training funds, Trade Adjustment Assistance (TAA), and Federal Pell Grants, in addition to other sources of grant assistance.

Types of training services are listed in [WIOA sec. 134\(c\)\(3\)D](#).

POLICY AND PROCEDURES:

WIOA funding for ITA scholarships is limited to participants who cannot obtain grant assistance from other sources to pay for the cost of attendance. WIOA funding may also be used when a participant requires assistance beyond what is available under grant assistance from other sources to pay the cost of the training.

Informed Customer Choice

Training services are provided in a manner to maximize informed consumer choice in selecting an eligible provider and training program. Therefore, career coaches should provide participants with resources such as the local labor market information (LMI), the CA ETPL available in [CalJOBSSM](#), and the [WIB Local ETPL](#). The WIB local ETPL includes programs and training providers approved by the WIB to fund ITAs for Adults, Dislocated Workers, and OSY.

Career coaches will assist participants in navigating [CalJOBSSM](#) enabling them to research crucial information such as program performance, costs, availability of financial aid, and program descriptions. This comprehensive approach ensures that the chosen training program aligns with the participant's goals, facilitating the acquisition of industry-recognized credentials and employment opportunities upon program completion.

Local ETPL

For participants to receive an ITA scholarship, the ETP, and the training program must be on the [WIB local ETPL](#). ITA funds may be used only for courses required by the training program and its required related materials. ITAs are for in-demand occupations supported by current local labor market information, identifying growth in the WIB's approved industry clusters in Tulare County

as identified in the [WIB Local Plan](#). Growth is determined by analyzing an occupation's annual openings and verifying a significant growth rate.

Registered Apprenticeships

State-approved registered apprenticeships (RA) listed on the CA ETPL are available to eligible Tulare County participants. Eligible programs can be found in [CalJOBSSM](#). Refer to TUL 24-05 *WIB WIOA Eligible Training Provider List Policy and Procedures* or the most current directive for additional information.

ETP Contracts

The WIB has fully executed ETP contracts with all ETPs listed on the Local ETPL. If an individual selects an ETP from the CA ETPL that is not listed on the local ETPL, the Subrecipient may submit a request to the WIB for review and approval of the chosen ETP. Reviewing and approving a new ETP to be included in the local ETPL may take approximately 60 to 90 days. During this period, WIB staff will evaluate the program's eligibility based on local and state requirements in accordance with current ETPL policies. This process is contingent upon, 1) the ETP providing all WIOA and state-required data, 2) WIB staff reviewing program information for local inclusion based on the current local ETPL policies, and if not already done, 3) the state review and approval. If the program is determined to be eligible, the WIB will develop and execute an ETP contract, and recommend board approval. Subrecipients can also submit requests to the WIB if the ETP is on the local ETPL, but the training program is not.

Maximum ITA Scholarship Amount

The WIB has established specific funding caps on ITA scholarships across various training programs. The ITA scholarship cap for approved training programs is \$4,000. However, the cap for higher-demand occupations, registered nursing (RN), licensed vocational nursing (LVN), psychiatric technician, respiratory therapist, and physical therapist assistant training is \$5,000. Funding is approved each program year, July 1st through June 30th. Participants may qualify for funding in program year increments but cannot exceed the ITA scholarship caps. Access to funding in multiple program years depends on the availability of WIOA funds and other training funds.

Waiver Requests for Scholarship Increase

Subrecipients may request a waiver for an ITA of up to \$8,000 in extenuating circumstances of financial hardship for the participant. This waiver request must be submitted after consultation with the participant, it is determined that the individual faces significant financial challenges and has exhausted all other means to cover training costs. To request a waiver, complete and submit the *WIB Request Form (WIB Form 24-05) Attachment A* providing a clear justification for the request. Subrecipient must thoroughly document these conditions in the participant's file in the [CalJOBSSM](#) case management system.

Subsequent Training Policy

Due to limited funding, eligible participants are limited to one ITA scholarship. In the event a participant seeks a second or subsequent WIB-funded training scholarship, the Subrecipient is required to assess the alignment of the subsequent training request with the participant's career path and determine its justification. If the Subrecipient deems the subsequent training request reasonable, they must submit a request to designated WIB staff prior to development of the ITA for the WIB's review and consideration. This policy also applies to individuals seeking an ITA and previously received on-the-job training (OJT) under current or prior WIOA applications.

To request a subsequent training opportunity, the Subrecipient must complete and submit a waiver request utilizing *Request Form (WIB Form 24-05) Attachment A* to the WIB. The WIB will respond within three (3) business days. The maximum funding limit for a subsequent training request is \$8,000, which covers the multiple training programs. The Subrecipient must submit a subsequent training request for two (2) or more ITAs, regardless of previous funding or the duration that has passed since the initial training.

In the following situations, submission of a subsequent training request is not required:

- If an OJT was financed by non-WIOA funds.
- If the participant successfully completed an ITA, and the subsequent training is a training-related OJT in an occupation that aligns with the participant's existing career pathway.
- If the first/previous training was funded by another local Workforce Development Board (WDB), and it has been more than two years since their training was funded.

Funding Limitations and Exclusions

Due to limited funding in WIOA and specialized workforce programs, the WIB has set limitations and exclusions for ITA scholarship funding:

1. ITA Scholarship Limits

- a. The ITA scholarship is limited to one program year (July 1st through June 30th). An additional scholarship for a second program year may be approved if it does not exceed the training cap, and the participant is in good standing with or adhering to the Employment Connection scholarship guidelines. To be in good standing with an ETP for a (WIOA) scholarship, a student typically needs to meet certain criteria that demonstrate their commitment and adherence to the school's academic and behavioral standards. While specific requirements can vary by institution and program, some common elements may include, academic performance, attendance, and adherence to school policies. Participants should be informed about this requirement by their career coach if their training program extends beyond one year and documented in their file.

- b. ITA scholarships are limited to one training program. ITA funding will not be granted if a participant is unsuccessful in completing the program or course and seeks funding to repeat the same training or course. In cases where the participant wishes to pursue further training, the Subrecipient can submit a waiver request for WIB approval utilizing *Request Form (WIB Form 24-05) Attachment A*.
- c. When a program is removed from the ETPL during participant participation and program expenses develop, the Subrecipient must defer to the direction of the WIB pertaining to that specific circumstance. A determination may be made to complete the plan of training with the existing provider, seek a similar program, or discontinue training. A plan will be developed on a case-by-case basis.
- d. When a training program is removed from the state ETPL, WIOA participants in that program may complete their training. However, the ITA should not be modified or extended for a participant beyond the original plan approval as it relates to a training program that is no longer available on ETPL. All instances must be documented in the case record.
- e. Participants who enroll in or take a class or course outside of the approved Program Curriculum will not be reimbursed. The individual will be solely responsible for any costs incurred.
- f. Costs for items or materials that are not required for the program are not considered training expenditures and will not be included in the ITA. If the item(s) is not a program requirement but would support the customer's participation, the Subrecipient may assess utilizing supportive services funding. Refer to WIB directive *WIOA Title I Adult, Dislocated Worker, and Youth Supportive Services Policy* [TUL 17-02](#) or the most current WIB directive.
- g. If an ETP includes training costs that are not required or included in the training cost breakdown, or the program cost, the Subrecipient shall notify the WIB by email within five business days and determine if a de-obligation or an increase of the training costs is needed.

2. Funding Exclusions

This policy does not fund certain training-related items, including guns, ammunition, and ammunition magazines. Participants are expected to obtain these items from other sources.

3. Training expenses prior to an ITA

Training funds will not be approved in circumstances where an individual enrolled in a training program and incurred training expenses prior to WIOA eligibility determination and program enrollment. Individuals may only be approved for an ITA scholarship for upcoming semesters or terms.

If individuals incurred training expenses after eligibility for WIOA Adult, DW, or OSY programs has been determined, but before ITA scholarship approval, they can get reimbursed once the following has been met:

- a. Their file has been reviewed and certified for training services.
- b. The individual has been assessed and the need for training services has been determined.

ITA SCHOLARSHIP PROCEDURES

The WIB has established procedures for Adults, DWs, and OSY to be awarded an ITA scholarship. Once the participant's need for training has been determined, the Subrecipient must ensure there are sufficient WIOA Adult, DW, OSY, or special workforce program training funds. The Subrecipient must follow all procedures specified in this Directive.

Training Selection

The career coach will assist participants in making well-informed decisions about the best ETP and training program to meet their career goals. The career coach will follow these steps to ensure that participants make the appropriate training selection:

1. Complete Plan: Together, develop an Individual Employment Plan (IEP) or Individual Service Strategy (ISS) to identify employment goals, barriers to training and employment, and the combination of services needed for career objectives.
2. Research: Help participants choose a program by researching options on the [WIB Local ETPL](#), which includes adult schools, community colleges, and trade schools.
3. Career Planning: Utilize career planning tools to assist participants in selecting a training occupation, including but not limited to:
 - a. [CalJOBSSM](#): Research labor market information (LMI) for current and future demand occupations, required skills, job characteristics, availability, benefits, and work schedules.
 - b. [WIB LMI Profiles](#): Focus on priority sectors and career technical education pathways.
 - c. [O*NET OnLine](#): Explore careers, access detailed job descriptions, conduct job analysis, and more.

- d. [CalJOBSSM](#) and www.trainingproviderresults.gov: Review training providers' performance outcomes.
 - e. WIB LMI Dashboard: The dashboard provides data on wages, job growth, and industry trends to guide participants toward informed career decisions and in-demand occupations.
4. Occupation Review: If a participant has chosen a training provider and program before career planning is conducted, the career coach must thoroughly review the selected occupation by utilizing the career planning tools. This will ensure the participant fully understands occupation requirements, employment prospects, and more. This review must be documented in the participant's file.

Participant's Role and Responsibility:

All participants eligible to receive training services must agree to follow all set requirements and guidelines to be considered for an ITA scholarship. The Subrecipient will provide and assist the customer in completing the *Scholarship Application (WIB Form 24-17) Attachment C*. Once participants have selected a training provider and program on the WIB local ETPL, the career coach will ensure participants complete the following process:

1. Contact the training provider(s)

The participant is responsible for conducting research to ensure they meet the institution's minimum acceptance requirements, such as pre-requisites and entrance exams to enroll in the training program.

2. Take the WorkKeys[®] Assessment

The participant will take and meet the minimum skills level scores for the desired training occupation.

- a. The WorkKeys[®] assessment is a workforce readiness tool designed to measure essential skills needed for success in the workplace. Developed by ACT, it evaluates foundational abilities such as applied math, workplace documents (reading comprehension for on-the-job scenarios), and graphic literacy (interpreting data from charts and graphs). These assessments help determine a participant's readiness for training aligned with their career path and allow job seekers to demonstrate their capabilities.
- b. WorkKeys[®] scores can be accessed at: <http://jobprofiles.act.org/>. Reference the User Guide and Activity The [Occupational Profile Database](#) for guidance on utilizing the Occupational Profile Database. Minimum scores required are based on the occupation of the training program.

- c. WorkKeys® is exempt when participants provide a copy of an acceptance letter for a training program that already requires a rigorous set of prerequisites, including RN, LVN, psychiatric technician, physical therapy assistant, respiratory technician, and the police academy. A copy of the letter must be uploaded to the participant's file.
- d. WorkKeys® scores are valid for five years from the date of completion. Participants do not need to retake WorkKeys if completed during a previous application within the five-year period and scores are available.

3. Meet the Occupational Requirements

The participant will meet the occupational requirements for the selected occupation. These guidelines can be found in the [WIB Local ETPL](#).

4. Complete the OST Agreement

Read and agree to all program requirements in the *OST Participant Agreement (WIB Form 24-18) Attachment B*. The career coach must review the agreement with the participants to ensure they understand their responsibility. A completed and signed copy of the agreement should be provided to the participant and uploaded in the participant's file.

5. Submit the Scholarship Application

The participant will complete career research and submit the *Scholarship Application (WIB Form 24-17) Attachment C*, which is reviewed with the career coach to ensure the training aligns with the career plan. The Subrecipient will upload the reviewed and completed Scholarship Application into the participant's file.

6. Complete a Budget

Complete an overall household budget to determine if the main living expenses are covered while attending training.

- a. This budget will be completed in the participant's file in [CalJOBSSM](#) under the *My Individual Plans, Financial, Overall Budget*.
- b. The career coach must review the budget with the participants to ensure they have the necessary resources to support them during training.
- c. Financial resources for the participants can be found under the financial literacy tab in the participant's file.

7. Apply for Financial Aid

If applicable, the participant will apply for financial aid and provide verification to the career coach upon receiving the award or denial. Participants may enroll in an ITA while their financial aid application is pending; however, they must notify their career coach upon notification of their financial aid status. The Subrecipient must update the “Financial Aid”, tab for the participant with the Total Financial Aid Contribution, and accurately update the section as applicable.

- a. Participants are responsible for coordinating with the school regarding the disbursement of Pell Grant funds and following its financial aid policy to comply with federal obligations.
- b. Veterans who have access to training funds through the GI Bill are not required to use these funds before using WIOA funds.

Subrecipient ITA Process

The Subrecipient is responsible for ensuring that participants eligible to receive training services are fully informed of the requirements and guidelines associated with an ITA scholarship. After completing an Individual Employment Plan (IEP) and Objective Assessment to determine career goals, the Subrecipient will guide them through the process of selecting a training provider and program from the WIB local ETPL. Other training programs in other sectors may be applicable for OSY or other specialized workforce grant-funded programs. Refer to the specialized grants statements of work in the Subrecipient agreement for additional guidance. The Subrecipient will also support participants in completing the *Scholarship Application (WIB Form 24-17)* Attachment C and assist them in understanding the steps needed to finalize their training plans.

1. Provide the Scholarship Application

The Subrecipient will provide and assist the customer in completing the *Scholarship Application (WIB Form 24-17)*, Attachment C as described above and ensure the participant understands and agrees to follow all set requirements and guidelines to be considered for an ITA scholarship.

2. Ensure Occupational Requirements

Ensure the participant meets the occupational requirements for the selected occupation as described above.

3. Collect Financial Aid Documentation

If applicable, the career coach will make every effort to collect financial aid information documentation from the participant and upload the documentation into the participant’s file.

4. Enter All Case Notes

All assessment, evaluation, career paths, assistance, and resource information must be documented in the customer's file. This includes, but is not limited to career exploration, assistance with training program options, financial aid information, and file certifications.

5. Complete Training Cost Breakdown

The career coach will complete the *Training Cost Breakdown (WIB Form 24-19) Attachment D*, for training programs within public institutions with a training cost breakdown by semester, segment, or trimester. This form specifies which costs will be covered by the ITA and identifies any remaining expenses that the customer is responsible for, ensuring transparency and mutual understanding between all parties. It helps participants plan effectively for their financial obligations and supports accountability in the use of training funds.

The career coach must confirm the training costs with the ETP and complete the form following the form instructions. If the training cost breakdown changes during the participant's training, a revised form should be completed. The career coach must provide copies of this form, and any revisions to the participant, and training provider. Both the original cost breakdown and the updated cost breakdown (as applicable) must be uploaded into the participant's file. The cost breakdown only includes courses that are directly related to the program of study and no costs beyond the approved voucher amount will be funded through the ITA.

6. Enter Training Activity

Participants enrolled in an ITA are tracked in the [CalJOBSSM](#) case management system. The career coach enters the appropriate training activity code along with the estimated start and end date of training as follows.

a. Adult and Dislocated Workers

Adult and DW participants enrolled with a training provider listed on the local ETPL, utilize CalJOBS activity code 300-Occupational Skills Training or other appropriate training activity as outlined in the EDD's [CalJOBS Activity Codes](#) directive.

b. Out-of-School Youth

OSY participants enrolled with a training provider listed on the local ETPL, utilize CalJOBS activity code 416-Occupational Skills Training or other appropriate training activity as outlined in the EDD's [CalJOBS Activity Codes](#).

- c. The career coach must confirm the participant started training, enter a case note, and update the training activity with the actual start date. The training activity remains open until the participant has completed training. The activity's actual end date is the date the participant completed the training program. Once the participant receives their certificate of completion or credential, the Subrecipient must upload a copy to the participant's file.

If a participant does not begin training, the career coach must notify WIB staff, de-obligate funds in [CalJOBSSM](#), and submit a request to the WIB MIS Administrator to void the training activity code within five (5) business days. In addition, the career coach must clearly document the reason the participant did not start a training program. ITAs will not be funded for participants who did not start training.

7. Enter ITA Vouchers

The Subrecipient must enter the total training cost for all semesters in the Enrollment Costs Tab in the participant's file. The enrollment budget shall reflect the appropriate ITA budget that will be funding the ITA. The Budget Planning Tab must include all vouchers with the estimated costs for the full program year. Only required training program costs, which include but are not limited to instructional materials, academic fees, educational testing and certification, tuition, books, individual materials, supplies, tools, and equipment are to be included in the ITA budget. The total program cost must be equivalent to non-WIOA students enrolled in the class.

- a. The enrollment cost represents the total cost of the program, while the funded cost reduces the budget and must align with the program's total cost for the current year. All vouchers entered are considered obligations.
- b. If a new voucher is added to increase the amount, or the voucher is reduced, the Subrecipient must notify the WIB within the month the change occurred. All voucher changes or modifications must be reported to the WIB staff via email, with a clear description of the change and reason.

The Subrecipient must obtain voucher signatures as follows:

- a. Print and ensure the participant signs the voucher.
- b. Send the ITA Voucher to the training provider and request the "Provider's Authorized Signature" and request they sign and return the voucher.
- c. The Subrecipient must also sign the voucher in the "Authorized Staff Signature" section.

- d. The applicable O*Net Code must be included in the voucher in the comments section.
- e. Upload the signed voucher into the participant's file. Do not bundle the document with other documents.
- f. Name the file using the convention: "ITA Voucher [First Initial][Last Name]."
- g. Case note the process including indication the ITA voucher is uploaded in the customer's file.

In the event of a participant reimbursement, although the cost breakdown will have the estimated cost, the ITA voucher amount must be the exact amount to be reimbursed for the required training-related costs. The vouchers must be entered when Subrecipients have obtained the receipts and will reimburse the participant. The voucher is entered in the same manner as other ITA vouchers and the obligation process is the same as if the training provider had submitted an invoice. Refer to the ITA Payment section below for additional policies and procedures.

Training-related costs that are not considered training expenditures, shall be reviewed and may be funded by supportive services. Financial need details and supporting documentation must be uploaded in [CalJOBSSM](#).

8. Submit New ITAs for Review

The career coach will submit the participant's file to a designated supervisor for review upon completion of the ITA scholarship process. The Subrecipient supervisor or designee will review each participant's file before starting an ITA to ensure the following:

- a. Participants meet WIOA Adult, Dislocated Worker, OSY, or other specialized workforce program eligibility.
- b. Participants' files have been reviewed and certified for training services.
- c. All ITA requirements have been met as instructed in this directive.

The Subrecipient supervisor or designee must enter a case note documenting the review and certifying the participant meets eligibility and training requirements. After the review, the ITA scholarship requests are to be emailed to the WIB for review and tracking of training obligations at least five (5) business days before the training start date. The email sent to the WIB should include the participant's name (in accordance with the WIB's most current Personally Identifiable Policy), CalJOBS State ID, training start date, training program, and funding stream to fund the training program. The WIB will review the file to approve the voucher after ensuring the Subrecipient has determined the training program is aligned with the customer's career path and a clear training plan is developed. The WIB will notify the Subrecipient if additional information is needed.

9. Notify ETP

The Subrecipient must notify the ETP that a participant will be sponsored for an ITA scholarship after WIB's review.

10. Monitor Participant's Progress

The career coach must confirm the participant started training and provide case management throughout training to monitor participants' training progress and address any challenges, supportive service needs, or barriers participants may encounter. All case management information must be documented in the participant's file. Additionally, the career coach will engage with participants to provide encouragement and support to ensure a successful completion and a seamless transition to post-training services. At a minimum, the career coach must follow up and engage with participants monthly on their training progress. This engagement is a value-added two-way dialogue, whether verbal (in-person or telephone), virtual meeting, or written (email, text messages, etc.), and must be documented in the participant's file. This value-added engagement means that participants feel supported and engage with their career coach for the duration of training. During training participation, the Subrecipient will monitor and track other performance indicators such as Measurable Skill Gains. Refer to section WIOA Performance Indicators for additional information.

11. Collect Attendance Records

Attendance should be verified monthly by obtaining attendance records from the training provider and uploading them to the participant file. The signed attendance record must be uploaded in the participant's file with the naming convention "ITA Attendance Record [first initial] [last name]." If the training provider does not maintain attendance records, the career coach must verify monthly attendance with the participant. Additionally, the career coach will conduct quarterly contacts with the training provider to confirm the participant's continued enrollment in the training program. All contacts must be thoroughly documented in the participant's file.

- a. Attendance records must be uploaded to the participant file for the duration of training.
- b. Do not bundle attendance records with other documentation.
- c. If attendance records are not available, contact the training provider and request attendance records.
- d. Naming Convention - Name the attendance record "ITA Attendance Record [first initial] [last name]" and save it as a single document.
- e. Enter a case note indicating the ITA Attendance Records are uploaded in the customer's file.

12. Confirm Training Completion

When a participant successfully completes training, the career coach must complete the following:

- a. Confirm the last day of training, update the CalJOBS training activity to successful completion, and document it in the participant's file.
- b. Obtain all attendance records and the certificate of completion/credential.
- c. Verify with the WIB that all payments to the training provider have been processed and entered into [CalJOBSSM](#). The career coach should notify the WIB if payments have not been processed.
- d. Confirm all reimbursements for participants have been submitted to the WIB fiscal department and have been processed. Participants' reimbursements will not be processed after their file has been soft-exited.
- e. Confirm participants received their credentials or license (Class A, RN license, etc.) or are in the process of obtaining their license and do not require any additional assistance.
- f. Address any pending issues or concerns with the participant and training provider.
- g. Enter the Credential Attainment and Measurable Skill Gains in [CalJOBSSM](#) as noted in the training performance outcome section below.

13. Track ITA Obligations

The Subrecipient is required to track and manage obligated funds and payments for ITAs using Advanced Individual Fund Tracking (AIFT). In the event training is unsuccessful or the participant drops the program and full program fees will not be expended, the Subrecipient is responsible for de-obligating unused funds in [CalJOBSSM](#) and notifying the WIB within the same calendar month.

14. Ensure All Required Documents

The Subrecipient is responsible for ensuring the participant's file is updated and includes all required documentation to support the ITA.

The following documents must be uploaded into the participant's file in [CalJOBSSM](#):

- a. Waiver form (if applicable) with the WIB's response
- b. Completed and signed Scholarship Application
- c. Completed and signed OST Participant Agreement
- d. ITA Cost Breakdown form (including revised forms if applicable)
- e. Financial Aid document (if applicable)
- f. Attendance Verification
- g. Certificate of Completion
- h. Signed voucher to indicate the agreement for training between the ETP and the participant

15. Post Training Services

During their training, participants gain valuable skills and credentials enabling them to secure employment and long-term economic self-sufficiency. After completing their training, the career coach will work closely with participants to review their IEP and develop a plan to secure employment.

The career coach must assist the participant with a combination of services, including:

- a. Developing a professional resume tailored to their occupation and industry.
- b. Assisting in interview preparation, ensuring effective responses to common interview questions.
- c. Collaborating with business services staff to provide training-related job referrals using strategies such as talent pool check-ins.
- d. Explaining the benefits of participating in the Employment Connection Talent Pool to enhance their employability.
- e. Guiding the participant in applying for high-quality jobs that offer benefits, career advancement, and higher wages.
- f. Maintaining regular communication to provide continuous support and necessary resources for employment.
- g. When needed, exploring additional training services such as registered apprenticeships, on-the-job training, transitional jobs, or work experience in a training-related field, all leading to quality jobs with potential career growth.

16. Enter File Closure as Applicable

The Subrecipient is responsible for creating a file closure in the participant's file in [CalJOBSSM](#) once they secure employment related to their training and after all WIOA services have been provided. This closure serves as a case management tool, stopping WIOA services immediately until a "soft exit" occurs. If the participant is co-enrolled, defer to the statement of work for the special workforce grant for additional guidance.

- a. To create a closure, Subrecipients will need to enter employment details in the participant's file, including employer information, the participant's job title, wages, date of employment, and select "training-related employment." A case note confirming employment must be entered within ten days of verification to ensure accurate data is captured for the closure. The participant's employment data will not be counted in WIOA performance measures until the individual has soft-exited the program.

For detailed instructions on how to enter closures, Subrecipients can refer to the *Staff Online Resources, User Guide for Staff* in [CalJOBSSM](#).

17. Follow-up Services

Follow-up services must be provided to Adults and DWs who participate in an ITA, are placed in unsubsidized employment, and have exited. These follow-up services aim to help participants secure and maintain employment, increase their wages, and progress in their chosen fields. Four key post-employment services are provided: transition, retention, reemployment, and career advancement. These services are provided for up to 12 months and may begin immediately following the last date of service.

The Subrecipient must document follow-ups and complete the follow-up section in the participant's file. This policy emphasizes a customer-centered approach, tailored to support participants in obtaining employment related to their training. For additional information on follow-up services and requirements, reference WIB directive [TUL 19-06, Adult and Dislocated Worker Follow-up Services](#), or the most current directive.

18. Assess Carryover ITAs

Participants who have ITA scholarships that will be carried over to a second program year will need to be evaluated on a case-by-case basis. The Subrecipient supervisor or designee must review these cases to confirm participants are in good standing before awarding the scholarship for a second program year. Progress, attendance records, program participation, and grade reports will be assessed to decide if the scholarship will continue. The Subrecipient supervisor or designee must case note the approval or denial of the scholarship for the second or subsequent program year. The Subrecipient will provide a carryover participant list with their perspective ITA scholarship amount to the WIB within thirty (30) days after the program year ends. Any unused funding from the previous program year must be de-obligated prior to creating a new voucher. A new voucher must be entered for the carry-over year if there are remaining program costs following the ITA voucher process above.

ITA Payments

The WIB's Fiscal Unit will process ITA payments. Training providers may invoice the WIB for the entire term, trimester, or semester for the amount stated in the ITA voucher five days after the participant begins training. The WIB's fiscal unit pays the training provider directly and enters payments against the participant's ITA voucher in [CalJOBSSM](#). The career coach ensures that all obligated costs are accurate, and any unused funds must be de-obligated. The Subrecipient should notify the WIB when training funds are de-obligated within five business days.

Payments to training providers for an ITA will not be made before the participant starts their training. The Subrecipient should notify the WIB if an ETP is requesting payment before the training start date. Refer to [TUL 23-04 WIB WIOA Eligible Training Provider List Policy and Procedures](#) or the WIB's most current ETPL Policy for additional information.

1. Participant ITA Reimbursements

In situations where an ETP does not directly invoice the WIB Fiscal Unit for training costs, participants may be required to pay for their training expenses upfront. Under these circumstances, no voucher or payment agreement is established between the ETP and the WIB. Instead, the participant is issued an ITA voucher and is responsible for covering the costs initially and submitting receipts to the Subrecipient to be reimbursed by the WIB. To ensure compliance with WSD 22-15 Data Validation Source Documentation requirements, the Subrecipient must use attendance records or other verifiable documentation to confirm the participant has received the training.

The following steps outline the reimbursement process:

- a. The Subrecipient must collect and upload receipts for ITA training in the participant's file. The receipts must clearly show the items, the amount, and the date of purchase.
- b. Receipts must be collected and submitted no later than 30 days after completion of each semester, segment, or training program to get reimbursed. If training-related expenses were incurred after completion of training, the participant must submit the receipt for reimbursement within 30 days of the date the expense occurred.
- c. The Subrecipient will review receipts to confirm the training-related expenses and update the ITA voucher for the amount to be reimbursed.
- d. The voucher must include:
 - i. Name of the training provider
 - ii. Training start and end dates
 - iii. Name of the training program
 - iv. O*Net Code
 - v. Comment Example: City College, RN training, 7/1/24-6/30/25. O*Net 20-1141.00
 - vi. The voucher must be signed by the Subrecipient and the participant and uploaded into the participant's file.
- e. The Subrecipient will submit applicable receipts and ITA vouchers to fiscalwib@tularewib.org and must ensure the participant's mailing address in their file is correct before submitting the request.
- f. Fiscal WIB will review and process the participants' reimbursement requests. Participants should be informed that it may take several weeks for them to receive their payment.
- g. The Subrecipient must track the estimated obligations for the grant from which the training funds will be paid. The estimated voucher must be entered at the time the ITA is developed to be able to track ITA obligations accurately.

2. Tuition Refunds

For participants terminated for non-attendance, withdrawal, or in the event of a school closure, the ETP must refund the unused WIOA training funds or other training funds according to the ETP's reimbursement policy. **The career coach must notify the WIB immediately when a participant drops a training program.** The standard refund policy of the training provider will apply per the WIBs directive [TUL 20-05 Recovery of WIOA Tuition and Training Refunds](#) or the WIB's most current directive.

WIOA Performance Indicators

Under WIOA, there are specific performance accountability indicators and reporting requirements aimed at evaluating the effectiveness of local areas in achieving positive training outcomes. To ensure accountability in the investment of WIOA training funds and specialized workforce programs, it is crucial for the Subrecipients to provide appropriate services to individuals in an ITA and accurately track and report WIOA outcomes in [CalJOBSSM](#).

Participants who receive ITAs are included in the following employment related WIOA performance indicators:

- Employment Rate 2nd Quarter After Exit
- Employment Rate 4th Quarter After Exit
- Median Earnings 2nd Quarter After Exit

In addition to employment-related performance indicators, an ITA is a training program that triggers two other WIOA performance indicators:

1. **Credential Attainment** – Includes participants enrolled in an education or training program (excludes on-the-job and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or equivalent, during program participation or within one year after exit. A recognized postsecondary credential is defined as one of the following:

- a. A credential consisting of an industry-recognized certificate or certification
- b. A certificate of completion of an apprenticeship program
- c. An associate or baccalaureate degree
- d. Career and Technical Education (CTE) certificate
- e. A license recognized by the State involved or Federal government

Once a participant has obtained their credential as defined above, staff must capture the type of credential attained in the credential tab of the WIOA application by entering the following data:

- a. Credential received - enter the type of credential the participant received from the dropdown list.

- b. Credential verification - upload the document to verify the credentials obtained, such as a copy of their degree, an RN license, a Class A driver's license, etc.
- c. Date the participant was issued the credential (not the date received by the career coach, or the date being entered).
- d. Training activity associated with the credential.

Depending on the type of credential, it may take weeks or months for a participant to obtain it after they complete their training program. Subrecipient staff can enter the credential attainment during program participation or during the follow-up services (12 months after exit). A certificate of completion is not considered a credential unless it is from an apprenticeship program, a CTE program, or an industry-recognized certification. For instance, the certificate of completion for a truck driving program does not suffice as credential attainment, but the Class A driver's license does suffice this requirement.

- 2. Measurable Skill Gains (MSG)** – MSGs measures the interim progress of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and have documented academic, technical, occupational, or other forms of progress towards such a credential or employment. MSG is a real-time measure and not an exit-based measure.

There are five types of MSGs: (1) educational functioning level, (2) secondary high school diploma, (3) transcript/report card, (4) training milestone, and (5) skills progression. For ITAs, Subrecipient staff must capture the following two MSGs:

a. Transcript/report card

- i. A participant is enrolled in secondary or postsecondary training.
- ii. A semester transcript or report card that documents the participant meets the State's academic standards.
- iii. Subrecipient will collect and upload a copy of the transcript or report card into the participant's file.
 - 1. If the participant provides an unofficial transcript, the Subrecipient must date stamp the document with the date it was received from the participant or school official. The career coach must insert or write in the actual MSG date on the document and initial the form. The document must be uploaded to the participant's file. The customer's file and the inserted MSG date on the unofficial transcript must match the date of the actual MSG.

- b. Skills progression** - The passage of an exam required for a particular occupation or progress in attaining technical or occupational skills as demonstrated through a trade-related benchmark. These include passage of one of the following:

- i. An exam in an occupational program
- ii. An employer-required knowledge-based exam
- iii. An occupational competency-based assessment
- iv. A completion test necessary to obtain a credential

If there is documentation indicating the training/education curriculum includes the passage of an exam to earn a certificate of completion, then the certificate of completion is sufficient evidence to meet this MSG. However, if the participant will not complete the program in the PY, then documentation of the passed exam is necessary.

If the participant's training period falls in two program years (PY), an MSG must be captured for each PY the participant is enrolled in the education or training program. The Subrecipient must capture the appropriate MSG by entering the following information in the participant's WIOA application under the Measurable Skill Gains tab:

- Skill type (transcript/report card or skills progression)
- Date skill attained
- Type of achievement

Refer to [WSD 23-03 Performance Guidance](#) or the most current directive.

Grievance and Complaints

The WIB has a local policy for solving programmatic grievances and complaints alleging violations of WIOA Title I requirements. During WIOA eligibility, participants receive a copy of this policy. The career coach will review the grievance and complaint procedures with each participant seeking a training scholarship. This will ensure participants are made aware of these procedures in the event of any grievances and complaints alleging noncriminal violations of WIOA requirements. For additional information, reference [TUL 19-01 WIOA Grievance and Complaint Resolution Procedures](#) or the most current directive.

Equal Opportunity and Nondiscrimination

All ETPs on the CA ETPL are subject to WIOA regulations including Equal Opportunity and Nondiscrimination requirements. The nondiscrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38 prohibits discrimination on the basis of race, color, religion, sex, (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including LEP), age, disability, political affiliation or belief, and for beneficiaries, applicants, and participants only, citizenship or participation in a WIOA Title I- financially assisted program or activity. For additional information, reference, [TUL 17-05 Equal Opportunity and Nondiscrimination Procedures](#) or the most current directive.

ACTION:

Bring this directive to the attention of all WIB Subrecipients and all WIB staff.

INQUIRIES:

Please direct inquiries about this directive to the Workforce Investment Board of Tulare County at (559) 713-5200.

Adam Peck
Executive
Director
AP.JB.Im.lg

ATTACHMENTS:

- Attachment A (Request Form - WIB Form 24-05)
- Attachment B (OST Participant Agreement - WIB Form 24-18)
- Attachment C (Scholarship Application - WIB Form 24-17)
- Attachment D (Training Cost Breakdown - WIB Form 24-19)

The Workforce Investment Board of Tulare County is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Request Form

This request form must be submitted when requesting a subsequent training request, training funds exceeding the cap, or a request to waive other local policies. Subrecipient must complete the following information and provide a detailed justification on second page of this form to support the request.

Date of Request:		Employment Connection Site:	
Participant name:		CalJOBS State ID#:	
Grant:		Co-enrollment Grant(s):	
Subrecipient Staff:		Contact number/email:	

Type of Request	
<input type="checkbox"/> Subsequent Training Request	<input type="checkbox"/> Exceeding Training Cap
Other:	
Previous training received (if applicable)	
<input type="checkbox"/> ITA	<input type="checkbox"/> OJT <input type="checkbox"/> Transitional Job/ WEX
Grant:	Training Amount funded:

Request Form

Participant Name:		CalJOBS State ID#:	
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Justification: Include pertinent information to justify this request, including training information such as cost, length, type of training, was training completed, participant barriers/how they are being addressed, etc. For requests exceeding the training cap include financial aid documentation if applicable.

This request must be reviewed and approved by the Subrecipient supervisor or designee to ensure all information/documentation is included to support the request.

Name:	Supervisor Signature:	Date:
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WIB use only

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
WIB Staff:	Signature:	
Comments:		



Occupational Skills Training Participant Agreement

Occupational Skills Training (OST) offers individuals a path to upgrading their skills in a high-demand career field where there is an opportunity to become employed in a quality job that offers higher wages and career growth.

Training scholarships for Individual Training Accounts (ITA) are funded through the Workforce Investment Board of Tulare County and are limited based on the availability of funds. Individuals who receive a training scholarship must agree to follow all program requirements and guidelines before enrolling in an OST program.

As an individual seeking a training scholarship, I understand and agree to adhere to the following:

I understand that scholarships are not guaranteed, and scholarships will only be provided to participants who commit to all program requirements.

If I change my mind about attending training before the start date, I will contact my Career Coach immediately.

I will contact my Career Coach on the **first day of school** to confirm I have started training.

I understand that I **must** maintain, at a minimum, **monthly contact** (email, phone call, in-person) with my Career Coach to provide updates on my training progress, attendance, and communicate any support I may need. Contact must be made each month, including during school breaks. **If I fail to maintain contact, it may affect my scholarship, and I may be removed from the program.**

I will always conduct myself professionally and work to the best of my ability.

I will follow the school's dress code, attendance, withdrawal/drop policy, and other policies and regulations to remain in good standing and complete my training program.

I will attend all scheduled classes and be on time, except for reasons that constitute an excused absence. I will contact the school to notify them of any absences, make up missed assignments, and request tutoring if needed.

Occupational Skills Training Participant Agreement

I will **provide a copy of unofficial transcripts or progress reports to my Career Coach** at the end of each grading period and notify my Career Coach when I complete training. Upon completion of training, I will provide **verification of completion** (i.e., Copy of Certificate of Completion/Diploma/Degree). If applicable, I will also provide a copy of my State License.

I understand that if I do not begin my training program or drop my program without properly notifying my Career Coach and the school, I may be responsible for any cost acquired for tuition, books, uniforms, supplies, etc.

I understand that if I do not start my training program, I will not be reimbursed for any training costs incurred.

If applicable, I understand that I will provide financial aid documentation for any financial assistance I receive to support my training cost. Any financial aid received will not impact the approval of this scholarship application.

I understand that if I am to be reimbursed for any of my training-related expenses, I will submit the required receipts to my Career Coach **no later than 30 days after completing each semester/level/segment of training. If I incur any required training-related expenses after completion of training, I will submit receipts within 30 days from the date the expense occurred to be considered for reimbursement.**

I understand that if any of my contact information changes (address, email, phone number) during program participation, I will notify my Career Coach immediately and provide updated contact information.

I understand it is my responsibility to contact my Career Coach to receive employment placement services, assistance with job interviews, and job referrals to obtain employment.

I understand that when I become employed, I will provide my Career Coach with my employment information, who will update the information in my file.

I agree to participate in quarterly follow-up services for up to 12 months after job placement and communicate any support I may need.

I have been informed and received a copy of the local grievance and complaint procedures. I will notify my career coach of any concerns with the school.



Scholarship Application

Name: _____ **Cal JOBS State ID #:** _____

Date: _____ **Phone Number:** _____

Congratulations on deciding to attend training to gain new skills and increase your future earning potential. A scholarship for Occupational Skills Training (OST) is key to financing the cost of training. This application includes research to better understand the career path you are considering. You and your Career Coach will discuss what you have discovered and confirm your career goals. Please let your Career Coach know if you need assistance to complete this scholarship application.

In preparing to attend school, you need to have plans to pay your living expenses during training. You will complete a household budget through your [CalJOBS](#) profile with your Career Coach to show you have the financial support necessary for the duration of the training. Your Career Coach will review it with you and may recommend potential additional resources. If available, you will need to apply for financial aid at the educational institution you have selected to assist in covering the cost of training.

Scholarship Approvals:

- Scholarships are awarded for in-demand occupations in Tulare County.
- Scholarship recommendations are based on this application.
- Scholarships are based on the availability of funds and program requirements.
- All requirements must be met before a scholarship will be approved, including agreeing to the terms in the OST Participant Agreement.
- Your Career Coach will let you know if you have been approved.

Please complete the following questions You may use additional sheets, if necessary.

1. What is the career path have you chosen and why?

Scholarship Application

Financial Aid options: What types of financial options does the training provider have, and what is your status of those financial aid options?		
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5. List five businesses that you would consider applying for after completion of your training program:

Business Name	Position	Wages/Salary	Source

6. Do you require childcare? If yes, please describe if you have primary and secondary plans for childcare. *

7. Do you have reliable transportation plans and alternative plans? *

*If you do not have primary and secondary plans for childcare or transportation (questions 6 or 7), please review with your Career Coach. You might be eligible for additional resources or support services to help you succeed.

Scholarship Application

8. Are there any other concerns or details you'd like to share that haven't been addressed in the previous questions? If yes, please describe below and your Career Coach may provide additional resources to support you.

I have completed a household budget in [CaIJOBS](#) to determine my basic living expenses and reviewed it with my Career Coach.

I certify that all the above information is accurate and complete to the best of my knowledge. I understand that if my information is false, I will be responsible for paying for the cost of training and may be required to reimburse the Workforce Investment Board of Tulare County.

I am requesting training services to achieve my career goal and obtain gainful employment.

Participant Signature

Date

I have reviewed the scholarship application and budget with the participant and recommend that the participant be approved for a scholarship.

Career Coach Print Name

Career Coach Contact Information

Career Coach Signature

Date

Training Cost Breakdown



Participant Name: _____
 Date file certified for training: _____
 Eligible Training Provider: _____

CalJOBS St. ID#: _____
 Career Coach: _____
 Program: _____

Original Form Date: _____
 Revised Date: _____
 Training Dates: _____



P-Participant Costs

S- WIB Scholarship

Program Training Expenses*	Cost	1st Semester			2nd Semester			3rd Semester			4th Semester		
		P	S	Total	P	S	Total	P	S	Total	P	S	Total
Program Tuition/Fees	0.00			0.00			0.00			0.00			0.00
Health/Student fee	0.00			0.00			0.00			0.00			0.00
Parking Permit	0.00			0.00			0.00			0.00			0.00
Books**	0.00			0.00			0.00			0.00			0.00
(2) Uniform-scrubs/shoes	0.00			0.00			0.00			0.00			0.00
Lab Coat	0.00			0.00			0.00			0.00			0.00
Supplies	0.00			0.00			0.00			0.00			0.00
ATI	0.00			0.00			0.00			0.00			0.00
Nursing Tote	0.00			0.00			0.00			0.00			0.00
ID Badge/Name Tag	0.00			0.00			0.00			0.00			0.00
Nursing Pin	0.00			0.00			0.00			0.00			0.00
Graduation Expenses	0.00			0.00			0.00			0.00			0.00
Background/Fingerprints/Drug Test/Tracker	0.00			0.00			0.00			0.00			0.00
Physical & Immunizations**	0.00			0.00			0.00			0.00			0.00
CPR Class**	0.00			0.00			0.00			0.00			0.00
Application Fee/Interim License	0.00			0.00			0.00			0.00			0.00
NCLEX Review/Evaluation**	0.00			0.00			0.00			0.00			0.00
NCLEX Exam**	0.00			0.00			0.00			0.00			0.00
BLS Certification	0.00			0.00			0.00			0.00			0.00
Other:	0.00			0.00			0.00			0.00			0.00
	0.00			0.00			0.00			0.00			0.00
	0.00			0.00			0.00			0.00			0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financial Aid-Type/amount		BOG/PELL/Loans											
Training Service Fee (if applicable)			\$100										

*Program Training Expenses include only those directly required for the training program and charged to all students enrolled in the class.

**Estimates-actual cost may vary.

Participant Total:	\$0.00	WIB Funded Total:	\$100.00
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Participant Signature _____ Date _____

Subrecipient Signature _____ Date _____

Notes: _____

Training Cost Breakdown Form Instructions

Training Cost Breakdown Form	This form will be completed for each participant enrolled in an Individual Training Account (ITA) training funded by the WIB for public institutions.
Career Coach	The designated Career Coach will complete the top section with the participant's information, training program, and date the form was completed. The date the file certified for training is the date the subrecipient certified the file. The original form date is the date the career coach completed the original cost breakdown form.
Training Provider	The Career Coach will collect the cost details utilizing CalJOBS and information from the Training Provider to complete the Program Training Expenses by listing all program training-related expenses and the cost for each item. Indicate with double asterisks (**) any costs that may vary. Program Training Expenses include only those required for the training program and are charged to all students enrolled in the class.
Career Coach (cost breakdown)	The designated Career Coach will enter the costs for each Semester, Segment, or Level under the participant costs, or WIOA Scholarship as applicable. The participant (*P) column lists those expenses the participant is responsible for that are not covered by the scholarship.
Training Service Fee	Training Service Fee will be entered by Training Provider as applicable for each training program as agreed in the respective ETP Contract. These fees are not included in the participant's scholarship.
Financial Aid	Career Coach will enter the type and amount of financial aid, if applicable, for each semester.
Participant Total	This total reflects the amount (expenses) the participant is responsible for and not covered by the scholarship.
WIB Funded Total	This is the total amount funded by the WIB for the participant, including training service fees. This may include costs being reimbursed to the participant by the training provider or the WIB as part of their scholarship.
Signatures	Once the form is completed, the career coach and participant will sign it. A copy will be provided to the participant, Training Provider, and uploaded in their CalJOBS file.
Form revisions	If the form needs to be revised or changed after it has been signed, the career coach will make the changes, enter a revised date, and send a copy to the Training Provider and participant. The revised form should then be uploaded to the participant's CalJOBS file.
Notes	Career Coach and Training Provider may enter any notes to clarify costs, or any other information as needed.