



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**FORMAL COMMUNICATION**

TO: Indiana's Workforce Investment System

FROM: Randy Gillespie, Director   
Budgeting & Grant Accounting

DATE: January 20, 2009

**Technical Assistance Bulletin  
TAB 2008-14  
Individual Training Accounts for Ivy Tech Community College**

***Background***

The Indiana Department of Workforce Development (DWD) has contracted with Ivy Tech Community College for a total of \$7 million for the costs of direct training to Workforce Investment Act (WIA) participants. The funding sources are from WIA Rapid Response and Discretionary (Other) sources.

***Content***

Regional Operators/IPIC and their contracted service provider staff are highly encouraged to obligate/expend direct training costs for WIA participants attending Ivy Tech Community College against the \$7 million.

Per WIA legislation, other sources of funding will be sought first (e.g., Pell Grants, one-stop programs other than WIA, etc.) and documentation of such indicated in case notes.

The timeframe for allowable obligations is July 1, 2008 through June 30, 2010. Only current **unliquidated** obligations from the time period beginning July 1, 2008 to future obligations through June 30, 2010 may be off-loaded against the \$7 million.

Direct training costs include only tuition, books, and fees. Administrative and supportive service costs must come from the region's WIA Adult and/or Dislocated Worker formula allocations. Participation in this initiative is optional. Additional information is provided below:

Mitchell E. Daniels, Jr., *Governor*  
Teresa L. Voors, *Commissioner*

10 North Senate Avenue  
Indianapolis, IN 46204-2277  
[www.workforce.IN.gov](http://www.workforce.IN.gov)

Phone: 317.232.7670  
Fax: 317.233.4793

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- Regional Operators/IPIC are to monitor service providers against these objectives. The outcome for this initiative is to train a WIA participant for an in-demand occupation so the participant obtains a position that pays a self-sufficiency wage. The training must result in an Associates Degree, certification, or credential.
- There will be no reverse referrals. All participants will be assessed and case managed as “in need of training from Ivy Tech.” An individual employment plan must be written and signed by both the case manager and participant.
- Regional Operators/IPIC must submit a spreadsheet to DWD’s Grant Accounting Unit on a monthly basis that provides the name, last four digits of the social security number and the total amount of WIA funds obligated through June 30, 2010 and expended for each person who attended Ivy Tech to date. This is due by the end of the first week of each month.
- Additionally, an Individual Training Account (ITA) invoice for payment will be submitted through the Regional Operator/IPIC to DWD. The invoice must be addressed to the “Indiana Department of Workforce Development” and be submitted within five days of receipt.
- An explanation of each invoice for payment must be included upon submittal to DWD. The explanation must include, if not already detailed in the invoice, the person’s name, the last four digits of the participant’s social security number, if the funding source for the activity is “WIA Rapid Response” or “WIA Other,” and the amounts for tuition, fees, and books. In most cases, the invoice will provide all necessary detail except funding source.
- Corresponding procedures between each Regional Operator/IPIC and service provider and the local Ivy Tech Community College will be worked out locally. Agreements required by policy for ITAs and/or financial aid between the Regional Operator/IPIC service provider and the post-secondary institution will be maintained.
- DWD is permitting all tuition, books, and fees obligated on behalf of a participant to attend Ivy Tech since July 1, 2008 to be allowable costs against the \$7 million. Remember that only **un-liquidated** obligations from the time period from July 1, 2008 to future obligations through June 30, 2010 may be off-loaded against the \$7 million.
- Any prior instructions or correspondence regarding use of the \$7 million to Ivy Tech Community College should be disregarded. This directive should be implemented in place of the previous guidance.
- All WIA programs of training must be listed on the State’s eligible training provider list, “Education & Training Choices.”
- Regional Operators/IPIC will still be held to obligation and expenditure minimums and maximums for the WIA formula funding. Participation in this initiative is optional.
- There is no durational limit or maximum amount limit per ITA.

Questions concerning this initiative may be addressed to:

Mickey Kinder at 317-232-7358 or by email at [mkinder@dwd.in.gov](mailto:mkinder@dwd.in.gov)

Randy Gillespie at 317-232-7675 or by email at [rgillespie@dwd.in.gov](mailto:rgillespie@dwd.in.gov)

## Questions for Accessing the \$7 Million

May remediation services be considered an allowable obligation/expenditure against the \$7 Million?

Yes. Remediation services can be considered an allowable obligation/expenditure.

What happens if the participant is still in training July 1, 2010?

This initiative ends June 30, 2010 and there will be no costs charged against the contract after that time. After June 30, 2010, DWD will evaluate the initiative and determine how the remaining costs will be paid.

Will participants need to be entered into TrackOne?

Yes. Participant data will be entered and maintained as for any client. The funding code is IVY-08 Training Grant.

Will DWD reimburse the Regional Operator/IPIC for direct training cost expenses?

Yes, for only current obligations. Only un-liquidated obligations from the time period July 1, 2008 to present may be off-loaded against the \$7 million. In other words, if obligations already have been paid, there is no reimbursement.

*Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at: <http://www.in.gov/dwd/2554.htm>*