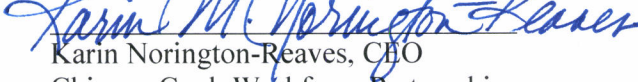


**Workforce Investment Act Policy Letter No. 2013-PL-03****To:** All Delegate Agencies, One-Stops and Sector Centers**From:**   
Karin Norington-Reaves, CEO  
Chicago Cook Workforce Partnership**Subject:** Individual Training Account (ITA) Policy**Date:** April 1, 2013**Purpose:**

The purpose of this communication is to establish policy for the issuance of Individual Training Accounts (ITAs) under the Workforce Investment Act. The Chicago Cook Workforce Partnership seeks to improve occupational skills training and ensure that said training aligns with high growth/high demand occupations in target industries.

**References:**

Department of Commerce and Economic Opportunity Policy Letter No. 09-PL-57  
Department of Commerce and Economic Opportunity Policy Letter No. 12-PL-01

**Background:**

The Workforce Investment Act (WIA) provides that Adult, Dislocated Workers and Youth who are determined eligible and suitable for training may access WIA funds through an Individual Training Account (ITA). The Partnership has instituted a strategic focus for the investment of ITA funds, and has prioritized training targeted at high growth/high demand occupations.

Previously, WIA customers who qualified for training dollars were able to choose from roughly 1800 certified training programs in hundreds of different subjects. In order to ensure that our customers experience a quality training experience which positions them to find a job paying family sustaining wages, The Partnership has developed guidelines for ITA eligible programs.

The Partnership convened a task force of local experts in workforce development, who reviewed regional labor market information, including: existing jobs by industry and occupation; projected growth and openings over the next ten years; and wages and educational requirements. The Partnership also reviewed placement data from former ITA recipients, to discern the types of trained workers that employers were hiring from the regional WIA system. Throughout the process, The Partnership requested and received feedback from system stakeholders. This ensured the capture of important considerations such as career pathway jobs as well as occupations that provide opportunities for individuals with barriers to employment.