



www.stlcowd.org

Office of Compliance Issuance

01-2026

Release Number-Program Year

Active Date: 02/09/2026
Effective Date: 02/09/2026
Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Individual Training Accounts

ATTACHMENTS (if any):

- (A) - STLCOWD - ITA Approval Form
(B) - STLCOWD - ITA Request for Training

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

OWD Policy - ITA Policy

## **SUMMARY**

This policy provides St. Louis County Workforce Development (STLCOWD) directives for providing Individual Training Accounts (ITAs) for WIOA-eligible Adults, Dislocated Workers, and Youth.

## **BACKGROUND**

This policy provides guidance for Consumer Choice Individual Training Account (ITA) as specified by the State of Missouri. Consumer Choice Individual Training Account is defined as an eligible individual who chooses an approved training provider and a payment is made for training services. Training services for eligible individuals are typically provided by training providers who receive payment for their services through an ITA.

## **SUBSTANCE**

ITAs may only be established for eligible and enrolled individuals for WIOA services. Costs may not be incurred prior to WIOA participation. If a customer applies for WIOA funds and they have already started classes WIOA cannot fund those classes. If an individual has already started training, an ITA can be issued to cover costs only after the next natural break in training (i.e. semester).

An ITA is not an entitlement. Every request for an ITA will be assessed on an individual basis to determine if the training investment will produce the desired results. Program training is a structured regimen leading to a recognized post-secondary credential, industry-recognized credential, employment, and measurable skill gains towards credential and employment.

The amount of the training investment is determined by reasonable, prevailing costs provided by local and eligible providers for similar types of training.

- There is a program year maximum of \$8,000 per individual if the field of study leads to employment opportunities within the priority sectors (Healthcare and Biosciences, Manufacturing, Transportation and Logistics, Technology and Innovation, etc.).
- There is a program year maximum of \$6,000 per individual if the field of study does not lead to employment opportunities identified within the priority sectors.

The limit may be waived by STLCOWD Director or WIOA Designated Staff (FWCA Executive leadership) for extenuating circumstances and/or based on available annual budget. Extenuating circumstances include, but are not limited to, special grants and priority populations such as Justice Involved Individuals, historically marginalized populations, and individuals impacted by special events, such as a natural disaster or other extenuating circumstances.

Training funding will be used for tuition and related education costs for the approved training program. The amount will be reduced proportionately to other financial resources available to the customer. Training provided through an Individual Training Account is for the sole purpose of facilitating transition into the workforce.

The training provider and program must be listed as approved on the Eligible Training Provider System for both the State of Missouri and STLCOWD Region. A printout from the ETPS system showing the approved program is required in the individual's file. The allotted time for training is 24 months or the last 30 credit hours to complete degree at higher education institution (whichever is less). Individuals will only receive one ITA funded training service at a time. WIOA funds will not pay for repeated courses.

Individuals must be unable to obtain other grant assistance or require assistance beyond the assistance made available, including Federal Pell Grants. WIOA is funding of last resort. Individuals that already have an in-demand degree are not priority of service. Training must be in an occupation that leads to economic self-sufficiency or wages comparable to or higher than the wages from previous employment and directly linked to in-demand employment opportunities in the St. Louis area, or an area to which the individual is willing to relocate, as determined by current labor market information. ITA funding is contingent on availability of funds. The reason the individual is not PELL eligible must be documented in the state data management system. Training providers must release the individual's financial aid information, attendance, progress made, and any concerns to the funding agency.

A comprehensive assessment will be conducted, including an evaluation of skills. These may include National Career Readiness Certificate (NCRC) scores, MAPT, CASAS, BEST, TABE, ACT WorkKeys. ACT WorkKeys Level 3 in Applied Math, Graphic Literacy and Workplace Document will be considered as passing score. Customers who took and passed WorkKeys within last 3 years will be exempt from retaking test. WIOA Staff will be responsible for checking MoJobs records for existing WorkKeys scores or collecting proof of test from Individual. In addition, a recent college placement test may be allowed if approved by the training Provider. Results must confirm adequate skills are in place to complete training and enter employment at a wage that leads to self-sufficiency. One-stop Job Center assessments will be used to identify occupational interests, values, and aptitudes for occupational matching. Assessment results are utilized to establish an Employment Plan (EP) or Individual Service Strategy (ISS) that includes long-term employment goals, transferable skills, and skills that need to be developed through occupational training. Individuals that need training to develop job skills and obtain credentials are considered for enrollment in the occupational skills training program. Test results must be within six months of enrollment. Reasonable accommodation will be provided, if needed, for the assessment of individuals with disabilities.

To qualify for, and continue receiving training funds, individuals must:

1. Demonstrate through assessment results the basic skill sets to successfully complete training that is required by the Training Provider.
2. Maintain attendance of 90% or as defined by the training provider.
3. Maintain contact with the program case manager as specified by the case manager.
4. Comply with training provider policies and requirements pertaining to classroom behavior.
5. For on-line courses, the individual must contact their case manager every other week to advise them of course progress.

Priority of service is given to:

1. Veterans and their eligible spouses
2. Public-assistance recipients;
3. Low-income individuals;
4. Individuals who are basic-skills deficient (including English language learners);
5. Low-income and economically disadvantaged individuals, and individuals who do not qualify for other programs;
6. Up to 45% of the WIOA Title Adult funds may be used to serve those clients who have incomes not exceeding 250% of the Lower Living Standard Income Level or Missouri Poverty Guideline;
7. Missouri residents.

See the Enrollment Policy for further priority of service details. This is in addition to Veteran's priority of service.

Completed STLCOWD ITA Forms (Attachment A and Attachment B) are to be sent for approval to [ita-etp@fwca-stl.com](mailto:ita-etp@fwca-stl.com). Individuals cannot start training prior to approval. Once approval was received CM should place a case note in MoJobs stating the ITA was approved.

### **TIMELINE**

An individual's ITA is valid for 180 days from the initial approval date. A manager must reapply after 180 days.

Immediate and continuous

### **INQUIRIES**

Please direct all questions or comments regarding this Issuance document to [ita-etp@fwca-stl.com](mailto:ita-etp@fwca-stl.com). All active, expired, or rescinded Issuances are available upon request.

**ATTACHMENT A: STLCOWD - ITA APPROVAL FORM**

**STLCOWD - ITA Approval Form**



Email to: ita-etp@fwca-stl.com  
www.stlcowd.org

<b>DATE:</b>	<b>PROGRAM: WIOA</b>

<i>TO BE COMPLETED BY REFERRING OFFICE</i>	<b>REFERRED BY (COMPANY):</b>

<b>PARTICIPANT INFORMATION:</b>			
<b>NAME (LAST, FIRST)</b>		<b>ADDRESS OF PARTICIPANT &amp; COUNTY OF RESIDENCE</b>	
<b>STATE ID</b>			
<b>TRAINING INSTITUTION</b>		<b>TRAINING INSTITUTION ADDRESS</b>	
<b>PROGRAM TITLE</b>			

*FUNDING: (Total Amount Approved and Obligated):*

<b>COURSE TITLE</b>			
<b>TUITION</b>		<b>BOOKS</b>	
<b>PELL GRANT/LOAN AMOUNT</b>		<b>SCHOLARSHIP(S) AMOUNT</b>	
<b>SUPPLIES</b>		<b>FEES</b>	
		<b>TOTAL:</b>	
<b>PROGRAM START DATE:</b>		<b>PROGRAM END DATE:</b>	
<b>TOTAL ITA FUNDING REQUESTING:</b>	\$		
<b>SIGNATURE CASE MANAGER</b>		<b>DATE:</b>	
<b>APPROVAL SIGNATURE WIOA DESIGNATED STAFF</b>		<b>DATE:</b>	

STLCOWD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services 711.

ITA FORM A 01/26

**ATTACHMENT B: ITA Request for Training**



**STLCOWD - Request for Training**

DATE:	PROGRAM: WIOA
<input type="text"/>	<input type="text"/>

TO BE COMPLETED BY REFERRING OFFICE	REFERRED BY:
<input type="text"/>	<input type="text"/>

**PARTICIPANT INFORMATION (Complete by Case Manager):**

<b>NAME (LAST, FIRST)</b>		<b>ADDRESS OF PARTICIPANT &amp; COUNTY OF RESIDENCE</b>	
<b>STATE ID</b>			
<b>REFERRING OFFICE</b>		<b>REFERRING OFFICE ADDRESS</b>	
<b>TRAINING INSTITUTION</b>		<b>PROGRAM TITLE</b>	

*FUNDING: (Total Amount Approved and Obligated) – Completed by Training Institution:*

<b>TUITION</b>		<b>BOOKS</b>	
<b>PELL GRANT/LOAN AMOUNT</b>		<b>SCHOLARSHIP(S)</b>	
<b>SUPPLIES</b>		<b>EMPLOYEE REIMBURSEMENT</b>	<b>YES</b> <b>NO</b> <b>AMOUNT</b>
<b>OTHER FEES</b>		<b>REGISTRATION FEE(S)</b>	
		<b>TOTAL</b>	
<b>PROGRAM START DATE</b>		<b>PROGRAM END DATE</b>	
<b>COMMENTS</b>	<input type="text"/>		
<b>CUSTOMER SIGNATURE:</b>	<input type="text"/>	<b>DATE:</b>	<input type="text"/>
<b>SIGNATURE TRAINING REPRESENTATIVE:</b>	<input type="text"/>	<b>DATE:</b>	<input type="text"/>

STLCOWD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services 711. ITA FORM B 2026