

 MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD	SECTION/REFERENCE WIOA Final Rule 680.300-310 DES SECTION 500 Training Services	POLICY NUMBER WDB 20-03
	ORIGINAL ISSUE DATE December 2020	REVISION DATE September 2025
	AUTHORIZED BY: Maricopa County Workforce Development Board	
SUBJECT: Training Service Limits		

Purpose: To establish funding limits for Individual Training Accounts for Adult, Dislocated Worker, and Youth Programs. This policy is in effect until revised and applies for the current and all future Program Years.

Responsibility of: Title I-B Service Provider Staff (Career Advisors, Workforce Development Coordinators, Program Supervisors, Program Managers)

Definition: Occupational Skills Training (OST) is an organized program of study providing specific vocational skills leading to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Description: Individual Training Accounts (ITAs) are created for Priority of Service Adults, Dislocated Workers and Youth approved for occupational training services provided by an eligible training provider from the state’s Eligible Training Provider List (ETPL). The ITA is a payment agreement established on behalf of a participant with a training provider to purchase training services. The ITA identifies the training provider selected by the participant in consultation with the Career Advisor (CA), the training program, start and end dates, cost of training, grants/scholarships applied to the cost of training, and total WIOA funds obligated for the training. Individuals may be attending school when they become a WIOA Title IB participant; however, reimbursement of training costs is not allowed for payments made prior to WIOA Title I-B program participation.

ITA limits may vary for Adults, Dislocated Workers and Youth based on the actual costs listed on the ETPL for the selected training. The ARIZONA@WORK-Maricopa County Workforce Development Board has identified targeted industry sectors in its workforce plan which can be accessed on the [ARIZONA@WORK Maricopa County Workforce Development Board website](#).

ARIZONA@WORK Maricopa County has established an ITA limit of \$4,000 for Adults and Dislocated Workers and \$6,000.00 for Youth for training related to one of the targeted industries identified by the Local Workforce Development Board.

ARIZONA@WORK Maricopa County prioritizes available funding for training budgets to training programs that support the targeted industries and occupations identified by the Local Workforce Development Board, as determined on a bi-annual basis.

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Training outside of these industry sectors will not be funded.

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities

Policy Management

Administrative revisions to the policy which are consistent with local, state, and federal laws, may be made by the Maricopa County Workforce Development Board Executive Director, with notice to the MCWDB Board's Executive Committee. All other substantive revisions will go to the MCWDB's Executive Committee for review and recommendation to the full MCWDB for approval.