

# COUNTY OF ULSTER

## Workforce Development Board

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### Individual Training Account Policy

Approved 9-13-16

The Ulster County Workforce Development Board will pay up to \$3,500 towards tuition, books and fees for training, based on the following criteria:

- The trainee must be a resident of Ulster County.
- Staff must have determined that the trainee is 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, is in need of training services to reach that point, and has the skills and qualifications to successfully participate in the training.
- Training must be on the Demand Occupation List as approved by the Ulster County Workforce Development Board. If not, the individual may provide documentation supporting demand, by providing current job openings in the field and/or a letter of commitment to hire.
- The trainee must maintain satisfactory progress in the training, or may be subject to loss of funding.
- Candidates who have previously accessed training funds: 1) may not access funds again for a minimum of five (5) years from training approval, and; 2) may access funds at the discretion of the Director after a review of training and work history; and 3) may not receive funding a second time for the same training.

Additionally, the Ulster County Workforce Development Board will pay more than \$3,500 towards tuition for the following occupations in demand:

CDL A 160 hour course	\$4,650
HVAC	\$3,790
LPN (second semester)	\$5,455
SURGICAL TECH (second semester)	\$5,057.50
REGISTERED MEDICAL ASSISTANT (second semester)	\$4,307.50

### On-the-Job Training (OJT):

- WIA formula-funded OJT to allow reimbursement up to 75% of gross wages paid during the training hours.

- Maximum reimbursement of OJT wages up to \$15,000 per customer, with a limit of OJT reimbursement to an individual business of no more than \$75,000.

The Workforce Development Board Director may revise the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.

Justification for all training must be clearly documented in the customer's Individual Service Strategy.