

COUNTY OF ULSTER

Workforce Development Board

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Jen Metzger, County Executive

Sharon Williams, Director

Individual Training Account Policy

The Ulster County Workforce Development Board will pay up to \$10,000 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 training is necessary for the individual to move towards a level of self-sufficiency, as defined by the Ulster County Workforce Development Board, based on an assessment of the individual's skills and consideration of labor market conditions.
- Training must be on the Demand Occupation List as approved by the Ulster County Workforce Development Board and/or on the Regional Demand Occupation List as approved by the Mid-Hudson Region. 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.
- Training program must provide the skills and certification necessary for employment in a demand occupation.
- 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 not receive funding a second time for the same training, unless approved by the Director after a review of training and work history.
- Approval of funding for training is subject to availability of Ulster County WIOA funds.
- When collectively comparing individuals who otherwise meet the eligibility and suitability requirements for participation in WIOA-funded employment and training activities, Ulster County will follow the local priority of service policy.
- Individuals who are employed when applying for ITA funding for training, must have an income that is below the Self-sufficiency Standard set by Ulster County WDB.
- Funding cap may be extended when federal and/or state grants are available.

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 for youth, or Individual Employment Plan for adults.

Approved by WDB on 01/18/24

