



Workforce Investment Board Mid-Ohio-Valley

Policy #08

Subject: Payment Policy for Individual Training Accounts

Effective Date: March 28, 2001

Purpose: To establish payment procedures for training related expenses approved under the Workforce Investment Board Mid-Ohio Valley Individual Training Accounts.

References: Workforce Investment Act, Sections 134(d)(4)(B) and 20 CFR Part 663 Subpart C.

Background: Local Workforce Investment Boards are authorized under the Workforce Investment Act to assist eligible individuals in training related expenses. Such expenses may include payment for tuition, books, supplies, etc. This policy establishes invoice and payment procedures for expenditures approved by the Workforce Investment Board Mid-Ohio Valley.

Policy: Workforce Investment Board Mid-Ohio Valley will issues payments based on the following guidelines:

- Training related expenses will be paid to the Eligible training Provider approved through the Individual Training Account.
- Workforce Investment Act funds are to be used only after other financial aid options have been exhausted (excluding loans). PELL, Welfare to Work, etc. are to be considered and utilized before Workforce Investment Act funds will be obligated.
- Training expenses for programs of less than 6 months in duration or for individual terms of less than 6 months may be billed at the beginning of the program or term.
OR
- Invoices should be submitted after an individual has completed 10% of clock hours or after the deadline for drop / add period, which ever applies to the training program
- Re-payment of WIA funds when an individual fails to complete a training program will be subject to the refund policy of the organization.
- Programs of 6 months or greater without a break in term must negotiate a payment plan and refund policy with the Region 4 WIB.

- Invoices for payment are to be submitted to:
Workforce Investment Board Mid-Ohio Valley
Attention: Program Specialist
PO Box 247
Parkersburg, WV 26101

Invoices must include the following information:

- Training Provider Name and Address
- Participant's full name and social security number
- WIA Funding Source (Adult or Dislocated Worker)
- Beginning date of training
- Dates of semester / term included in invoice
- Amount due
- Due Date

Action: The Workforce Investment Board Mid-Ohio Valley payment policy will be forwarded to current training providers for review and signature. The policy will be included in any new eligible training provider as part of the application process.

Expiration Date: This policy shall be in effect until revised or canceled by the Workforce Investment Board Mid-Ohio Valley.

Approved: WIB

March 28, 2001