**INDIVIDUAL TRAINING ACCOUNT (ITA) PAYMENT GUIDELINES**

**Effective 7-1-21**

**ITA enrollment form – WDD 13**

The ITA enrollment form, WDD 13 originates in the Career Center, it is approved through the Alabama Department of Commerce Workforce Development Division (WDD) and is required to be on site at the Training Providers location before the student begins training. The WDD 13 contains information that will be used to create the student’s account and to submit billing claims for reimbursement of allowable costs. The Training Providers financial aid, business office and bookstore should coordinate with each other regarding the student’s enrollment and financial aid amount and allowable expenditures.

The WDD 13 is submitted by the Career Center, approved by WDD, and distributed to all 4 agency offices: Training Provider, Career Center, WDD, & ITA Payment Office. Included on the WDD 13 will be the breakout of costs from the Eligible Training Provider List (ETPL) along with the approved allocation and other financial aid information. Student expenses are not applied per category amount listed, but to the total amount allocated as approved on the ITA agreement. Training Providers should review the financial information on the WDD 13 to verify information and the approved allocation.

The maximum length of total training time is 104 weeks. The maximum length of training listed on a WDD 13 will not exceed 52 weeks per training enrollment period. Once the 52 weeks of training is complete and the student requires additional training time, the Career Center will submit an amendment to extend the length of training and fund allocation if needed.

**Pell Fund first for books, supplies & tools**

Pell funds should be applied to book, supply, and tool expenses before WIOA funds each semester. If Pell funds are exhausted or the student/program is ineligible for Pell funds, then WIOA funds can be applied to the balance and/or expenses. The amount of Pell award will be required to be listed on the WDD 13 request for approval to WDD.

**Curriculum expenditure cost list breakout**

Each Training Provider should provide a breakout list of expenditures of each curriculum. The Department Dean can provide a listing of tuition, fee breakout, supply breakout, tool breakout, and book costs. Suggesting maximum number of scrubs, welding tops, etc. be 2 sets. WIOA allocation will not increase if costs increase, or additional requirements are added. Please promote cost efficiency when helping students purchase items.

Training Providers are required to review all of the student expenditures and receipt documentation of tuition, fee, book, supply, tool amounts prior to submitting the billing for reimbursement. It is your responsibility to verify these expenses are eligible for WIOA reimbursement.

**Items covered, not covered and additional information involving WIOA funds.**

**Items covered**

* Tuition – required courses for the ETPL approved curriculum.
* Fees – required for each student, institutional fees, medical tests/immunizations, liability insurance, graduation fee (cap & gown, diploma, nursing pin), or background check if required for training.
* Books – required by instructor (electronic or paper but not both) \*(Pell first)
* Supplies – required by instructor. \*(Pell first)
* Tools – required by instructor. \*(Pell first)

**Items not covered**

* Pre-requisite, remedial, or repeat for drop/failure (WIOA paid 1st time) classes.
* Out of state tuition rates
* Shipping costs of student orders.
* Tax costs on purchases
* “high end” supplies and tools (gold nursing pins, expensive brands of tools when average cost tools are available)
* Equipment items like computers, printers, I-pads, I-pods, E-readers, etc. (even if required by instructor – still not allowed) (exception for calculator for accounting majors)
* Extra uniforms or tools – exceptions given in emergency situations, fire, theft, etc. No additional funds are provided in these cases, just permission to use WIOA funds to purchase replacement items to complete training.
* College clothing, backpacks, carriers, meal plans, or housing allowances.
* Suggested study materials
* General health insurance
* Testing, certification, and licensing are no longer submitted by the Training Provider and processed through the ITA Payment Office with WIOA funds. Students will go to the Career Center to complete the forms for reimbursement. (additional information provided separately)
* Additional graduation options outside the general graduation fee, ex. group picture, graduation uniform, lamp, etc.
* Expenses that occur after termination date

**Additional information**

* Set deadlines and guidelines for students to submit receipts for reimbursement.
* Have a onetime date deadline to purchase general supplies like pen, paper, highlighters, etc. This avoids students making multiple trips during the semester term or submitting multiple receipts for reimbursement causing supplemental billing.
* Tools should be purchased throughout the training period as needed. You are not allowed to purchase a bulk of tools, additional uniform, etc. at the end of the training program to use up balance of allocated funds. The purpose of WIOA to purchase items to help during training not at the end of training.
* Items purchased/charged must occur after the start date, not before.

**Reimbursement information - General information, ITA form 31, and STAARS**

To receive reimbursement, a Request for Reimbursement form should be submitted by the Training Provider to the ITA Payment Office. Training Providers can submit either the form ITA 31, computer generated printouts or billing on Training Provider stationary if it contains the required and necessary information that is listed on the ITA 31 form. 2 original sets should be submitted by mail to the ITA Payment Office with at least one copy having an original signature.

WIOA funds are only reimbursed to the Training Provider. No payments are paid directly to the student or vendor. Students are allowed to be reimbursed for out of pocket expenses that can’t be provided by the Training Provider. The student must coordinate with the Training Provider prior to the purchase regarding the Training Provider’s policy and procedures (prior approval, purchase orders, approved vendors, deadline dates for submission of receipts for reimbursement, etc.) for reimbursement of WIOA funds to avoid any misunderstanding.

Payments are made through the State of Alabama Comptroller’s Department. Training Providers are required to setup their vendor accounts in the STAARS accounting system. You can set up how you want to receive payment, electronic funds or paper check. WDD and the ITA Payment Office are not involved in the STAARS system, any issues with payment setup should be coordinated through their help desk, the phone number is 334-353-9000.

**Reimbursement submission deadlines**

Reimbursement requests should be submitted within 20 class days from the start date of training or after the drop/add date. Short term training (13 weeks or less) billing can be submitted during the first or second week of training if they attend more than 2 days a week with attendance verified by the Career Center. For training of less than 12 months with a payment structure that is all inclusive, Training Providers may receive one payment or establish prorated amounts per the training period. Advance payments prior to and for future training is not allowed.

**Program year**

The program year for the WIOA ITA program is July 1st through June 30th. Expenditures occurring during that time frame must be submitted by the assigned deadline. Deadlines are given each year. Failure to submit billing claims in a timely manner within the designated program year could result in delays or non-payment. Students who complete/terminate should have all their account expenditures submitted for reimbursement within the final semester.

**ITA reimbursement request form -required items**

* Period of billing – timeframe of the billed expenditures (start and end date of training or semester/term)
* Training Providers name and address as listed in the STAARS system.
* Student name and last 4 of SSN – in alphabetical order
* Cost breakout – tuition, fees, books, supplies, tools
* Original signature of representative of Training Provider certifying that the charges billed are correct and follows the guidelines and WIOA payment requirements.
* Area/fund and voucher number columns will be completed by the ITA Payment Office.

**Documentation in student files and purchase item information**

All receipts for purchases must be signed by the student and maintained by the Training Provider in their records as backup documentation for auditing and monitoring by State and Federal agencies. Receipts do not have to be submitted with the billing claim for reimbursement unless the Training Provider is an out of state entity. Source documentation is required, except for State entities.

Book, supply and tool purchases for WIOA are tax exempt. Training Providers should coordinate tax exempt status with their in-house bookstore or supply vendors. Tax exempt does not include out of pocket purchases made by students, the student will be responsible for the tax applied to those purchases. If you need a tax-exempt letter, please contact the ITA Payment Office.

It is recommended that Training Providers not allow students charge books/supplies/tools to their accounts prior to the start date of training. Receipts submitted for services and items prior to start date are not allowed. Items purchased in prior semesters or months before start date are not eligible for reimbursement. If the student fails to start or return to training, depending on the termination date, reimbursement may not be allowed.

**Credit / refund information**

There are two options for a Training Provider to return WIOA funds. The Training Provider may submit a credit invoice using the ITA form 31 to show as a credit and must be submitted during that program year the refund is occurring. A refund check can be submitted made payable to State of Alabama, AL Dept. of Commerce, WDD, ITA Payment using the address listed for the ITA Payment Office including the student information. Both credit invoice and refund check should be mailed to the ITA Payment Office.

**Termination – early withdrawal and scheduled end date**

Training Providers that learn when a student is no longer attending training, is not registered for next term, graduates, or any other type of permanent departure from training should notify the Career Center representative of that student by either phone or email to provide the date of last training and reason for departure. Also, the same for the Career Center to inform the Training Provider regarding a student’s early or scheduled departure from training. Coordination between Career Center and Training Provider is necessary. Once the Career Center verifies the information, the Career Center will complete the termination form and distribute it to the Training Provider, WDD, & ITA Payment Office.

Billing claims maybe processed after a termination has been submitted as long as the expenditures occurred prior to the termination date. Tuition, books, supplies, tools purchased after the termination date are not covered.

The termination form maybe be rescinded if submitted in error or if there is a change in training decided soon after a termination has been submitted. The Career Center should submit a copy of the original termination with RESCINDED written at the top of the form in large letters along with a reason for the change showing on the form. Rescinding a termination form requires coordination with Training Provider and Career Center and the Career Center should distribute the rescinded form to all agencies involved.

**Changes in student curriculum/program enrollment**

Any changes of the training (curriculum, funding allocation, dates of training, etc.) for the ITA that differ on the originally approved ITA agreement requires the career center to submit an amended ITA agreement form to the WDD for approval. Students are not allowed to change their curriculum without first having the approved amended ITA agreement reflecting the change. If the student enrolls or is assigned a class not in the approved curriculum, WIOA will not pay the costs related to those classes. Students are required to maintain communication with the Career Center and failure to do so may involve placing a hold on future charges and training for that student.

**Eligible Training Provider List (ETPL)**

The ETPL is a listing of Training Providers and the training programs that they offer. For a student to receive WIOA funds to pay for training costs, the Training Provider and the training program must be listed on the ETPL and the training program must be classified as WIOA eligible. Training Providers are required to provide information on their program enrollments completions and outcomes as part of the renewal process to stay on the ETPL. Updates and additions to the Training Provider programs will only be available during July 1 through October 31st. New providers will be limited to 10 WIOA enrollments the first year on the ETPL and after the first year and a program review, additional enrollments will be allowed. Out of state Training Providers must also go through the approval process to be listed on the Alabama ETPL. There are no longer border state agreements. Questions regarding the ETPL, contact Jill Grant at 334-353-1041 or [jill.grant@commerce.alabama.gov](mailto:jill.grant@commerce.alabama.gov).

**WIOA Training Provider Agreement Packet**

All Training Providers are required to complete the Training Provider Agreement Packet prior to receiving payment for training services. Packets are renewed every 5 years. Documents in the packet are required to be completed and submitted to the ITA Payment Office, also required is the enrollment into STAARS and the E-Verify Federal program.

**Contact information**

For information about ITA reimbursement, student account activity/balances, ITA charges or WIOA Training Provider Agreement Packet, please contact the ITA Payment Office.

Tamara C Holcomb

[Tamara.holcomb@commerce.alabama.gov](mailto:Tamara.holcomb@commerce.alabama.gov)

334-353-5165

|  |  |
| --- | --- |
| ITA Payment Office Mailing Address | ITA Payment Office Physical Address (for Fed Ex, UPS, etc.) |
| Alabama Department of Commerce  Workforce Development Division  ITA Payment Office  Post Office Box 304103  Montgomery, AL 36130-4103 | Alabama Department of Commerce  Workforce Development Division  ITA Payment Office  401 Adams Avenue Suite 380  Montgomery, AL 36104 |