



Workforce Development Board
60 Central Ave., Rm B38
Cortland, NY 13045
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607-753-5071

Individual Training Account Policy

The Cayuga Cortland Workforce Development Board will contribute up to \$6,000 towards tuition, books and fees for completion of training that leads to a degree, certification, or license in a demand occupation.

The following criteria must be met:

- Trainee must be a resident of Cayuga or Cortland County.
- A comprehensive assessment must be provided prior to issuing an ITA.
- Training must be listed on the NYS Eligible Training Provider List.
- Training can last up to 2 years and must be completed within that time frame.
- Training must be directly linked to local employment opportunities as indicated on the LWDB Priority Occupations List, as established in the Regional Plan, and/or on an Occupational Demand Analysis providing supportive evidence of the demand.
- May not exceed a total of \$6,000 (including tuition, books, fees).
- When determining eligibility for training funds, the “Most In Need” (MIN) policy goes into effect when the LWDA County has obligated 75% of the training funds in their budget for CRT, OJT, etc. within each funding title.
- If two individuals are applying at the same time for ITA’s and only can be funded, the MIN policy has a proviso which states that individual must achieve at least 20 points on the Level of Need Indicator rating scale to be eligible; the individual with the higher score will be funded.

Students enrolled in a credited program must maintain a minimum 2.0 cumulative grade point average. Those in non-credited programs must have documented satisfactory progress. If a student falls below the minimum, he/she may be subject to loss of benefits.

Customers interested in CDL Training will only be considered after the following requirements have been met:

- Hardcopy of their current abstract from the Department of Motor Vehicles revealing NO alcohol or drug related offense within the last 10 years, and
- for those individuals who show a moving violation on their driving abstract, three letters from employers (addressed to the Cayuga Works or Cortland Works

Career Center naming the applicant) indicating that they will consider the applicant for hire upon successful completion of training despite their abstract.

The WDB Director can grant an exception to the policy 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.

If further clarification is needed, the staff person should get it in writing from the WDB Director.

JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY ON OSOS CUSTOMER RECORD.

This policy effective 9/8/2021

WDB Approved 9/8/2021

