

**SOUTHWESTERN AREA
WORKFORCE DEVELOPMENT BOARD**

**ITA Waiver Request Letter
SWAGL 15-1.4**

Effective Date

April 24, 2024

Applicability

WIOA Adults, Dislocated Workers, and Youth

Objective

To outline the requirements for the submission of a waiver in accordance with Individual Training Account Policy 17-08.7, Section O. (c).

Background

References include the following: Public Law WIOA Individual Training Accounts (ITA) provides a mechanism for the payment of training expenses to eligible training providers for individuals receiving funds from the Workforce Innovation and Opportunity Act (WIOA).

Reference

Individual Training Account Policy 17-08.7, Section O. states;

- A. The allowable amount of training costs applicable to all Individual Training Accounts (ITAs) is dependent upon the type of occupational skill training and the range of costs for such training. The maximum cost per individual using ITAs shall not exceed the following amounts

Degree or Certification	Maximum Years	Maximum Amount Per Year	Total Maximum Amount
Bachelors	5	\$3,000.00	\$15,000.00
Associates	3	\$3,000.00	\$9,000.00
Short-term Certifications	1	\$8,000.00	\$8,000.00

- B. A waiver request may be submitted to the WIOA Administrator to exceed the Maximum Amount per Year when it is demonstrated that the participant's financial need exceeds their financial resources. The WIOA Administrator is authorized to grant or not grant the waiver. The Administrative Entity will provide a guidance letter on the waiver request criteria and submission instructions.

Action

- A. Short-term Certifications may be eligible contingent upon recommendation by the program manager and approval by the WIOA Administrator.
- B. The candidate's ITA contract must be attached to the waiver request letter.
- C. Address the Waiver Request Letter to:

Glory Juarez, WIOA Administrator
Southwestern Area Workforce Development Board
PO Box 1072
Elephant Butte, NM 87935

AND

Email to:

gjuarez@sccog-nm.com
kshook@sccog-nm.com
jsimms@sccog-nm.com

- D. Upon receipt, an email reply will be sent indicating that a response will be provided within one to two working days.

Rescission

SWAGL 15-1.3 – ITA Waiver Request Letter.

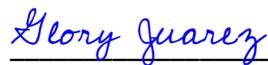
Procedure

Schedule

A monitoring schedule will be set and updated as required after it is set. The schedule will list, at a minimum, the Service Provider/Contractor names and addresses, the contract number & planned date(s) of review.

Inquiries

Questions related to this letter should be directed to the Administrative Entity at (575) 744-4857.



Glory Juarez, WIOA Administrator