

ULSTER WORKS OneStop Job Center
Ulster County Workforce Investment Board
651 Development Court
Kingston, NY 12401
Contact: Nancy E.K. Schaef, Director

2011

Individual Training Account Policy
2.25.11

Individual Training Accounts

The Ulster County Workforce Investment Board will pay up to \$2,500 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 core and intensive services will not be sufficient to result in employment for the individual, 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 Investment Board. 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.
- 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 access funds at the discretion of the Director after a review of training and work history; and 3) may not receive funding a second time for the same training.

The Workforce Investment 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.