



Individual Training Account (ITA) Checklist

Participant Name:		PID:
WIOA Title 1 Subtitle B Program		
<input type="checkbox"/> OSY ages 16-24	<input type="checkbox"/> Adult	<input type="checkbox"/> DLW
Date of Dislocation		<input type="text"/>
Training Program:	Classification of Instructional Program (CIP) Code:	
Training Start Date:	Training End/Estimated End Date:	
Training Provider:		

Is the career, associated with this training, on the WOWDB demand occupations list? Yes No

Check the box coordinating with items found in this section of the case file. Items are to be placed in the order listed below and uploaded together under ITA Documentation in te online case management system.

- Job Search Verification (as appropriate) - online case management system referrals, job search worksheets or
- Unemployment (UI) job searches
- Personal Budget
- Training Program Approval Request (TPAR) approved e-mail and costs match information from training provider
- Acceptance letter to training/proof of enrollment
- Financial aid verification - ward letter indicating all financial resources a student is able to received, Trade Adjustment Assistance (TAA) notification, Department of Rehabilitation Services (DRS) award letter, Coordination of Training Funds (COTF), etc.
- ITA Acknowledgement and Agreement
- ITA Request - Cost for full amount of training program (up to \$16,000.00 for the lifetime of participant)
- Prorating Worksheet and supporting documentation, if applicable
- ITA Tracking Tool(s)
- ITA Voucher(s)

WIOA Service Provider Lead

WIOA Service Provider Quality Assurance