

BOB RILEY
GOVERNOR



STATE OF ALABAMA

DR. MATTHEW HUGHES
DIRECTOR

MEMORANDUM #2009-FLDSVC-024

DATE: October 5, 2009

TO: Area Managers, Career Center Managers

FROM: Don Fisher *DF*
Associate Director of Field Services

RE: ITA Cost Categories - Modification to Memorandum #2009-FLDSVC-020

Attached is a Category Guide to be used for determining costs for ITA enrollments. The categories are based on a combination of type, length and overall costs of the training selected by the ITA recipient. Career center staff should compare the length and costs of training listed on the Workforce Investment Board Consumer Information Website (WIBCIW) with the category classification cost. The participant should be placed in the category most compatible for the costs and level of technical certification. As always, each participant should be provided counseling in budgeting all Financial Aid including WIA, Pell Grant, and other scholarships provided.

When a student does not require the full length of training time to complete the curriculum selected, the ITA should be placed on the category that permits completion.

Career centers should use actual cost amounts for Category 1, not exceeding \$2,500; other categories should be submitted for maximum amount permitted.

A training provider should be WIA certified and listed on the WIBCIW. The training programs listed on the WIBCIW under those WIA Certified Training Providers are the only training programs eligible for WIA-ITA funds. Training providers should take the necessary steps to become WIA certified and have training programs added on the WIBCIW. A case by case review of special circumstances can be reviewed by your area manager.

Attachment

DF/th/mew

c: Matthew Hughes
Steve Walkley
Robert Brantley

Category Guide

Category 1

- Reimbursement up to \$2,500
- Length of training is 13 weeks or less
- Obtain certificate or skills specific credential

Category 2 or 3

- Reimbursement up to \$3,500 (Category 2)
- Reimbursement up to \$4,500 (Category 3)
- Length of training is 12 months or less
- Obtain certificate or skills specific credential
- Technically advanced short term training may be allowed

Category 4

- Reimbursement up to \$6,500
- Length of training greater than 12 months and less than 17 months
- Obtain advanced certificate
- LPN is a specified exception

Category 5

- Reimbursement up to \$9,000
- Obtain Associate Degree or advanced technical certificate
- Length of training is generally greater than 17 months

A certified training provider list is at <http://www2.dir.state.al.us/alcrs/selprovs.asp>.

If you have any questions, please contact your area manager.