

Central/Western Maine Workforce Investment Board

ITA Process Example (Individual Training Account)

Date (May 2, 2002)

Facility Name (CMCC)
ATTN: (Bill Bones)
Street Address (1234 Scooby Street)
City, State Zip Code (Auburn, Maine 04210)

Billing Department:

This is to inform you that Western Maine Community Action, through the Workforce Investment Act (WIA), will provide payment as shown on behalf of the following individual:

Name (Joe Profiler) SSN: (123-45-6789)

For classes beginning: (05/15/02) and ending: (08/31/02)

Course Title(s): (Navigating the Internet/BCA12501, etc.)

Tuition/Fees = \$ (203.51)

Books/Supplies = \$ (50.49)

The amount listed below will be paid only after financial aid from all other sources has been applied and an unmet need exists.

The program has authorized a total of \$ (254.00) for this course/semester. Please mail an itemized invoice with the following information:

1. Client name and social security number
2. Course number(s)/course name/MOD number - if applicable
3. Date course(s)/MOD started
4. Course cost
5. Supplies should be listed separately - i.e. book, \$65; uniforms, \$150; tools, \$59, etc.

To: Billing Dept., WMCA, P. O. Box 200, East Wilton, Maine 04234

Billing should occur within two months of program start date.

Please contact me at 207-753-9000 if I can be of further assistance.

Sincerely,

Counselor (Shaggy Barnes, Employment Counselor)