

# Central/Western Maine Workforce Investment Board

## ITA Process

(Individual Training Account)  
March 1, 2002

Please follow these steps when requesting training funds from WIA.

- Complete WIA Eligibility.
- Make sure that assessment is complete and the type of training requested is appropriate for the individual.
- Make sure that employment opportunities are available after training.
- Make sure that the Provider (school) and type of training is on the Eligible Training Provider List.
- Complete enrollment. Make sure that the training is documented on the Status Change and on the ISS (Individual Service Strategy or "The Plan.").

To access the Eligible Training Provider List:

- On the Internet go to [www.mainecareercenter.com](http://www.mainecareercenter.com)
- Click on Job Seekers
- Arrow down to the Maine Employment Information Guide section Put cursor on "clicking here" and click that
- Click on Education/Training Providers
- Click on Maine or County
- The "List" will appear
- Arrow down to the box marked *Institution Type*
- Click on the "down triangle" at the end of the box
- Click on the type of training you are looking for

If the Provider (school) and the Type of Training/Program i.e., CNA, are **both** on the list:

- Complete the Training Voucher Letter (Bolded Information) and attach it to the training request, which you send through e-mail to your supervisor.
- CWMWIB needs to see the Training Voucher Letter.
- Must use the Training Voucher Letter for all WIA training.

Once supervisors e-mail you that the training request is approved:

- Complete the Enrollment Agreement and have it signed by the customer and yourself.
- Keep the original in the file.

- Give the customer a copy.
- Print out the Voucher Letter on CareerCenter letterhead, sign it and give it (the original) to the customer to take with him/her to the school.
- Keep a copy for the file.
- Make sure all the information is correct. *Remember that SMCC wants additional information included on any letters to them.*

Remember: the Letter of Authorization to the School, which is the same as the Training Voucher Letter, is now generated by you, not CWMWIB. Once the school gets the letter, they will mail it, along with a bill, back to CWMWIB and it will be processed for payment.

Remember also: the Training Voucher Letter is only used for WIA customers. TAA customers have a separate letter of authorization. When the Adult Eds get the WIA Training Voucher Letter, that will be their signal that this customer is WIA not TAA, this should alleviate some of the confusion that they are having.