



Discussion and Appropriate Action Regarding Revision to the Individual Training Account Policy – Non-Travis County Residents

Background

The Workforce Innovation and Opportunity Act (WIOA) requires Workforce Boards to use Individual Training Accounts (ITAs) to fund training services through the Eligible Training Provider List (ETPL). Boards are responsible for establishing policies related to ITA eligibility, funding limitations, and service delivery requirements.

Workforce Solutions – Capital Area’s current ITA policy, Chapter 6.10 – Individual Training Accounts, effective October 1, 2024, establishes standards and requirements governing training services funded through WIOA Adults, Dislocated Workers, Youth, and Trade Adjustment Assistance (TAA) programs. The policy emphasizes customer choice, alignment with targeted occupations, and fiscal stewardship of training resources.

Current policy language under Section A.1 prioritizes Travis County residents for ITA-funded training services and permits services to individuals residing outside of Travis County only if the individual works or was laid off from employment located in Travis County. Individuals meeting this criterion should not be referred to another Workforce Board area unless funding is limited.

The current residence requirement was established when the regional workforce structure and Board partnerships differed significantly from current operations. As workforce mobility, employer service areas, and regional economic integration continue to expand across county lines, staff have identified the need for greater flexibility in serving eligible customers connected to the Capital Area labor market.

Discussion

Board staff recommend revising Section A.1 of Chapter 6.10 to expand access to WIOA-funded training services for eligible individuals residing outside of Travis County when:

- The participant is employed within the Capital Area workforce region;
- The participant seeks training aligned with regional targeted occupations and workforce demand; and
- Workforce Solutions – Capital Area determines the investment supports regional workforce and economic development priorities.

The proposed revision would continue prioritizing Travis County residents during periods of limited funding while providing staff flexibility to respond to regional labor market demands and employer workforce needs.

The proposed policy revision supports the following strategic objectives:

- Regional Workforce Alignment – Expands the available talent pipeline for employers operating across county lines within the Capital Area labor market.
- Employer Responsiveness – Enhances Workforce Solutions – Capital Area’s ability to address workforce shortages in targeted, high-demand occupations.
- Equitable Access to Training – Reduces geographic barriers to career training and credential attainment.
- Operational Flexibility – Supports improved coordination with regional employers and workforce partners.
- Economic Mobility – Expands access to industry-recognized training opportunities connected to self-sufficient wages.

The proposed revision is not anticipated to require additional funding allocations at implementation. Existing ITA funding caps, eligibility requirements, targeted occupation restrictions, and Board approval processes would remain unchanged. Staff will continue monitoring participant enrollments, expenditures, and performance outcomes to ensure fiscal accountability and program compliance.

Recommendation

Board staff recommend approval of revisions to Workforce Solutions – Capital Area Management Policy Chapter 6.10 to permit expanded access to WIOA-funded ITA services for eligible non-Travis County residents under Board-established criteria and funding availability.

Staff will monitor enrollments and utilization trends related to participants residing outside of Travis County and report outcomes to the Board as appropriate.

Action

Motion to approve revisions to Workforce Solutions – Capital Area Management Policy Chapter 6.10 to allow WIOA-funded Individual Training Account services for eligible non-Travis County residents under Board-established criteria and funding availability.

Reference

Workforce Solutions – Capital Area Workforce Board, Management Policy Chapter 6.10 – Individual Training Accounts, effective October 1, 2024.