



County of Mercer Workforce Development Board

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Mercer WDB Policy: ITA's Adopted: November 1, 2022

Background: The Workforce Innovation and Opportunity Act (WIOA) provides federal funds to help job seekers, workers, and businesses with career services, job training, and education. Training funded through WIOA Title I affords eligible individuals the opportunity to develop new skills leading to the attainment of nationally recognized credentials and employment. WIOA Title I-funded training services for WIOA eligible participants are provided through Individual Training Accounts (ITA's). WIOA Title I eligible participants select training services from eligible training providers in consultation with a Career Counselor. Participants are expected to utilize information such as skills assessments, labor market conditions/trends, and training providers' performance, and to take an active role in managing their employment future through the use of ITAs.

Policy: Mercer County residents interested in receiving an ITA to attain or upgrade their occupational skills must be deemed eligible in accordance with WIOA Title I eligibility criteria for Adult, Dislocated Worker, and Youth and deemed an appropriate candidate for training. Eligible customers may receive a grant of up to a maximum of \$4,000 for tuition plus a maximum of \$1,500 for related expenses, i.e. fees, books, equipment, etc. Any exceptions must be approved by the MCOTES Director.

The Mercer WDB Priority of Service Policy, Work Based Training Policy, and the Youth Work Experience and Incentive Payment Policy, along with other established policies and procedures are also considered as part of the overall ITA process.

Definitions/Procedures:

Eligibility Criteria:

- US citizen or legally authorized to work in the US
- In compliance with military selective service registration (all *males* born 1/1/1960 or later). Register at www.sss.gov
- Meet at least one of the following criteria:
 - Economically Disadvantaged
 - Dislocated Worker (unemployed or unlikely to return to previous occupation)
 - Displaced Homemaker (includes spouses of military veterans)
- Provide supporting documentation (see page 7 for details)
- Lack the skills, education, and/or credentials necessary to obtain appropriate employment
- Pursue training in a labor-demand occupation that leads to an industry-recognized credential
- Plan to attend a training provider approved by both the State of New Jersey and Mercer County

- Meet the minimum required score on the basic education test OR provide verification that they have completed an associate's degree or higher

Application Procedure:

- Attend a training orientation (in person or virtual) at the Mercer County One-Stop Career Center.
- Complete testing and meet minimum score requirement or provide proof of degree for exemption.
- Gather eligibility documents
- Complete NJCAN assessment and occupational research
- Schedule a certification appointment with your career counselor.

Additional Information:

- Failure to comply with all scheduled One-Stop appointments/requirements could jeopardize customer grant approval.
- Customers seeking CDL training must provide proof of a valid New Jersey driver's license and a clean driving abstract prior to approval. Department of Transportation regulations also require customers to pass a drug screening and medical examination.
- Customers seeking health care training must pass a background check and drug screening prior to approval.
- Customers seeking SORA training must pass a background check prior to approval.
- Upon completing training, customers are required to seek full-time, training-related employment and to provide the Mercer County One-Stop with their job placement information as well as copies of any industry-recognized credentials obtained.