



Local Operating Procedure

SECTION: Operations	PROCEDURE#: LOP 07	PAGE 1 of 2
TITLE: Additional ITA Requirements	EFFECTIVE DATE: April 14, 2026	

DISTRIBUTION: CareerSource North Central Florida Staff

PURPOSE: The purpose of this procedure is to provide information and guidance regarding the additional requirements for Individual Training Accounts (ITAs). This is a supplemental LOP to CSNCFL OPS -03, ITA Budgeting and Fund Coordination Policy.

REFERENCE: CSNCFL OPS -03, ITA Budgeting and Fund Coordination Policy

BACKGROUND:

Individual Training Accounts (ITAs) shall be utilized to provide training services to eligible Youth, Adult and Dislocated Worker Workforce Innovation and Opportunity Act (WIOA) and Welfare Transition Program (WTP) customers. The ITA will be developed after consultation with the Career Navigator, Youth Navigator or other applicable staff. Limitations on ITAs exist regarding eligibility, suitability, assessment, program choice, coordination of funds; duration, total program cost, support services, and needs based expenses. Current funding streams in CSNCFL finance systems include In-School Youth, Out of School Youth, Adult, Dislocated Worker, TAA and WTP. Additional funding may be supplemented through awarded State and Federal grants.

PROCEDURE:

In addition to policy and procedure outlined in CSNCFL OPS -03, ITA Budgeting and Fund Coordination Policy, the following requirements must be met as relevant.

Drug Testing:

Certain training programs require satisfactorily passing a drug screen, either prior to enrollment or after enrollment but within the first few weeks before progressing with the training. In cases where commitment of ITA dollars would occur before notification by the training provider of the results of the drug test, CSNCFL will require a pre-drug test before that commitment is made. Every effort should be made to utilize the same provider so the customer would not have to take multiple drug tests.

Continued Funding:

For current WIOA ITA recipients to continue to receive funding from CSNCFL, participants must demonstrate "satisfactory progress" to continue their training. A participant's funding can be terminated if they fail to maintain a sufficient grade point average for two or more consecutive terms. Satisfactory progress is often defined as, but can vary by training institution:

- Maintaining a minimum GPA: This is often a 2.0 GPA or higher.
- Meeting graduation requirements: Earning a GPA that is sufficient to graduate or receive certification in the program of study.
- Completing coursework on time: Earning enough credit hours to finish the program within the established timeframe.

OFFICIAL SIGNATURE



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Chief Executive Officer