



## Training Limit Waiver Policy & Procedure – Amended 11/04/2019

**Background:** The Individual Training Award (ITA) Policy gives the DCWIB the flexibility and authority to exceed its local ITA cap with a written request from an eligible customer. This policy and procedure should be used to determine what waiver, if any can be granted to an eligible Adult, Dislocated Worker or Youth.

**Policy:** Individuals who have been awarded an ITA may request additional funding when, but not limited to the following situations:

- The total cost of the training exceeds the local ITA cap but is less than \$10,000.
- The Participant requires additional funds to retake an exam.
- The Participant requires additional training above previously approved levels in order to successfully pass an exam or course.

Approval of a training waiver is subject to priority of service as outlined in the ELIGIBILITY FOR WIOA TRAINING SERVICES policy adopted October 22, 2015.

A waiver cannot be granted unless all forms of financial aid have been exhausted. This includes PELL, Veteran’s and Americorp benefits as well as Community and Family Services funds used for training.

Waivers will only be considered when:

1. Funding is available for one hundred percent of all ITA funding requests as of the date of the waiver request (a waiver should not deny another eligible customer of an ITA) and
2. The desired training is on the Dutchess County Demand Occupation List or is a priority occupation for the Hudson Valley Region.

**Waiver Amounts:** The amount awarded in excess of the local ITA cap will be at the discretion of the Executive Director.

**Waiver Requests:** Customers must work with staff from the Dutchess One Stop Career Center to submit waiver requests that include:

- The reason for the waiver request
- A justification for granting the waiver request (may include documentation from the Training Provider, ITA Staff or Career Center Manager)
- The amount of additional funding being requesting
- Signature of the Individual seeking the Training Limit Waiver
- Signature of the Career Center Manager

Training Limit Waiver requests will be reviewed and, in most cases, an initial decision will be rendered within ten business days. A request is not considered approved until signed by the DCWIB Executive Director.