

**Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
2620 Riverfront Center
Amsterdam, NY 12010
Contact: Gail Breen
518-842-3676 Ext. 3026**

**Individual Training Account Policy
BY-2015-11**

The FMS Workforce Development Board will contribute up to \$ 6,000 towards tuition, books and fees for completion of training that leads to a degree, certification, or license.

The following criteria must be met:

- Trainee must be a resident of Fulton, Montgomery, or Schoharie County.
- A comprehensive assessment must be provided prior to issuing an ITA.
- Training must be listed on the NYS Eligible Training Provider List.
- Training can last up to 52 weeks and must be completed within that time frame.
- Training must be directly linked to local employment opportunities as indicated on the LWDB Priority Occupations List, as established in the Regional Plan, and/or on an Occupational Demand Analysis providing supportive evidence of the demand.
- May not exceed a total of \$ 6,000 when combined with any supportive service funds.

Students enrolled in a credited program must maintain a minimum 2.0 cumulative grade point average. Those in non-credited programs must have documented satisfactory progress. If a student falls below the minimum, he/she may be subject to loss of benefits.

Customers interested in **CDL Training** will only be considered after the following requirements have been met:

- Hardcopy of their current abstract from the Department of Motor Vehicles revealing NO alcohol related offense within the last 10 years, and
- for those individuals who show a moving violation on their driving abstract, three letters from employers (addressed to the Workforce Solutions Center naming the applicant) indicating that they will consider the applicant for hire upon successful completion of training despite their abstract.

The WDB Executive Director can grant an exception to the policy on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.

If further clarification is needed, the staff person should get it in writing from the WDB Executive Director.

JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED
IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.

BY-2004-01 – Adopted 7/14/04
BY-2005-18 – Revised & Adopted 2/1/06
BY-2006-13 – Adopted 10/4/06
BY-2007-02 – Adopted 7/11/07
BY-2008-02 – Revised & Adopted 7/9/08
BY-2008-30 – Adopted 4/1/09
BY-2015-11 – Revised & Adopted 2/3/16