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GUIDANCE PAPER
REPORTING OF INDIVIDUAL TRAINING ACCOUNT (ITA)
INFORMATION IN THE STATE MANAGEMENT INFORMATION SYSTEMS

OF INTEREST TO

Workforce Florida, Inc. (WFI), Regional Workforce Boards (RWB), the Agency for Workforce Innovation (AWI), training providers, and other entities engaged in implementing programs under Title I of the Workforce Investment Act (WIA) of 1998.

SUBJECT

Guidelines for the reporting of Individual Training Account (ITA) information in the Employ Florida Marketplace (EFM) Management Information System.

PURPOSE

The purpose of this issuance is to affirm a long-standing reporting requirement that ITA information be timely and accurately reported in EFM.

BACKGROUND

The Workforce Investment Act (WIA) and the Florida Workforce Innovation Act directed the creation of a comprehensive workforce system supported by a strong accountability component. Part of this accountability component requires reporting of WIA-funded ITA activity.

DEFINITION

Individual Training Account (ITA): WIA funds set aside by a One-Stop Career Center to help pay for occupational skills training for an eligible client.

PROGRAM GUIDANCE

When an ITA is established on behalf of an eligible WIA client, ITA information must be recorded in Employ Florida Marketplace in the client's training activity record. Required information includes:

- Name and address of training provider
- Training occupation code and title
- ITA training amount awarded

AUTHORITY

[Workforce Investment Act, Sections 112, 134, 136](#)
[Florida Statutes – Workforce Innovation 445.009](#)