



2012.05.24.A.2.3

Strategic Policy

Title:	Individual Training Accounts Waiver Criteria and Waiver Review Process
Adopted:	05/24/2012
Effective:	07/1/2012

I. PURPOSE AND SCOPE

Pursuant to authority granted in Chapter 2012-29, Laws of Florida (Section 445.003(3)(a)(1), Florida Statutes), the CareerSource Florida Board of Directors may grant waivers from the 50-percent Individual Training Account (ITA) reserve requirement. CareerSource Florida, Inc. (CSF) may, at its discretion, adopt specific criteria describing what constitutes qualified ITA expenditures. CSF may adopt criteria providing local workforce development boards (local boards) within the CareerSource Florida network with uniform guidance in their applications for waivers and may adopt criteria for the process of timely receiving, reviewing, evaluating and granting waivers. CSF may adopt alternative criteria and flexible procedures for granting waivers, including, but not limited to, sliding scale or one-year extensions to be incorporated in CSF administrative policy produced and distributed by the Department of Economic Opportunity (DEO).

Applications for waivers must be received by CSF no later than July 1 of the fiscal year to which the waiver applies. Approved waivers are limited to one year. No retroactive waiver application will be considered.

This policy enables local boards to allocate and expend funds in the most effective and efficient manner under the restrictions imposed by the Section 445.003(3)(a)(1), Florida Statutes, amendment.

II. BACKGROUND

Effective July 1, 2012, authorized ITA expenditures meeting the 50-percent ITA reserve requirement were reduced to tuition, books and fees of training providers and “other training services prescribed and authorized by the Workforce Investment Act.” Under the previous law, a broader and varied range of expenditures was allowed, including various core, intensive and supportive services related to training programs.

Local boards expressed concerns about meeting the 50 percent ITA reserve requirement without creating significant inefficiencies in budgets and actual expenditures. CSF’s authority to grant a waiver of the 50-percent ITA reserve requirement, explicitly granted by statute, became a way to provide adjustments as local boards’ needs were documented. Through this policy, CSF developed criteria for such waivers and a process to review, evaluate and grant waivers.

III. AUTHORITY

[Chapter 2012-29, Laws of Florida, Section 445.003\(3\)\(a\)1, Florida Statutes](#)

IV. HISTORY

Date	Description
05/17/2017	This policy consolidates CSF Policies 2013.07.10.A.1 and 2014.05.21.A.1.7.
05/17/2017	Revised in plain language; changed references to Workforce Florida, Inc. (WFI) to CareerSource Florida, Inc. (CSF); changed regions to local workforce development boards (or local boards); consolidated sections to align more closely with DEO administrative policies.

V. ATTACHMENTS

[Final Guidance: DEO FG-074](#)