



Lorain County

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Checklist to apply for Workforce Innovation & Opportunity Act (WIOA) Individual Training Account (ITA) financial assistance for Occupational Skills Training.

- Attend an OhioMeansJobs Lorain County (OMJLC) Orientation Session. **Please call 440-324-5244 to schedule.** Complete & Submit OMJLC Registration Packet at Orientation Session. Bring your Driver's License, Social Security card and your current Resume (if you have one).
- Attend Career Development (CD) Workshops as scheduled by OMJLC
- After successfully completing the assigned CD workshops, you will be scheduled for an appointment to meet with OMJLC Representative to determine eligibility for WIOA financial assistance – Individual Training Account (ITA). It may require several appointments and/or additional documentation in order to complete/finalize your application packet. Once complete, your application for an ITA will be submitted for approval.
- Applicant will be notified by their OMJLC Representative on the status of ITA application. If approved, applicant receives signed ITA voucher and delivers ITA to the Financial Aid office at their chosen training institution.
- Ongoing follow up and case management will take place throughout the individual's occupational skills training. At completion of training, OMJLC will also provide assistance with finding and retaining training-related employment.

***The steps outlined above could take approximately 3-5 weeks depending on the date the applicant enters the OMJLC system and availability of staff. The above checklist outlines the basic requirements, other requirements may be necessary based on the individual's circumstances and career goals.**

OMJLC ITA Eligibility Checklist 8-2017