

LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 009.00  
March 3, 2020

SUBJECT: REGISTERING AND ENROLLING I-TRAIN STUDENTS

- I. Background
- II. Implementation
- III. Roles and Responsibilities
- IV. Tuition Discounts

The purpose of this guideline is to provide procedural information for registering and enrolling I-TRAIN students for career technical education (CTE) training programs at DACE Schools. The guideline details the processing and implementation of the I-TRAIN contract as well as the invoicing procedures, “notification of fees” letter, and allowable tuition discounts.

I. BACKGROUND

I-TRAIN is a federally funded Workforce Innovation and Opportunity Act, (WIOA) Title I program that allows approved agencies such as City of Los Angeles WorkSource Centers, America’s Job Centers of California (AJCC), and other workforce development agencies to provide financial support for CTE training in specific career pathways to eligible adults 18 years and older.

II. IMPLEMENTATION

A. Identifying I-TRAIN Eligible Applicants

Approved I-TRAIN courses for DACE are listed in the *Eligible Training Provider List (ETPL)*, which can be found in the Caljobs Website ([Caljobs.ca.gov](http://Caljobs.ca.gov)) and in the Employment Development Department (EDD) Website, ([EDD.ca.gov](http://EDD.ca.gov)). Approved programs are also listed on the I-TRAIN website ([lavc.edu/job training/I-TRAIN](http://lavc.edu/job%20training/I-TRAIN)) which is managed by the South Bay Workforce Investment Board (SBWIB).

WorkSource Centers and other agencies use WIOA Title I monies to support I-TRAIN students with CTE training and supportive services needed to reenter the workforce. Students interested in the I-TRAIN program should contact the school’s WIOA Navigator for WorkSource Center referral. In order for a client to be approved for I-TRAIN funds, they must meet requirements set forth by the sponsoring WorkSource center or agency.

B. Processing I-TRAIN Contracts

Fully executed Individual Training Agreements (ITA’s) and/or I-TRAIN Contracts, and any other training contract being paid for by an agency which uses ETPL fees must be emailed to the central office designee within 5 days of student registration. Contracts will be implemented into the school’s budget upon receipt of signed contract and student DACE-SIS registration form.

### C. Grievance Policy

Contracts may be terminated at any time, and at the principal's discretion. I-TRAIN students must comply with school rules and regulations at all times. For drops and refunds, adhere to the school grievance policy.

### D. Invoicing Procedures

Invoicing will be processed according to the "Invoicing and Payments" section stipulated in the ITA/I-TRAIN Contract. The school site designee will forward an invoice packet, which includes an ITA, DACE-SIS registration form, attendance reports, monthly progress reports, competency checklists, and certificates of completion to the Central Office designee for processing and compliance. When the invoice documents are approved, invoices are generated through the SAP System directly from the District's Accounting and Treasury Department. DACE Schools are not allowed to individually provide invoices directly from the school.

### E. Budget Allocation

I-TRAIN Fees should be used to directly support the I-TRAIN students as they complete their training program. In addition, principals may use I-TRAIN funds to provide additional hours (X/Z time) to CTE Advisors for I-TRAIN programs case-management activities such as student enrollment, records management, progress reporting, ordering of books/materials/tools, invoicing, as well as providing students with supportive services as necessary. Principals will receive a *Notification of Fees* letter on a monthly basis and the expenditures will be updated on a quarterly basis.

## III. ROLES AND RESPONSIBILITIES

Principal: The principal is responsible for reviewing and approving the ITA (I-TRAIN contract). The document is then returned to the school CTE Pathway Advisor who will submit it to the Central Office designee for processing.

CTE Pathway Advisor: The CTE Pathway Advisor manages the ITA's and maintains a database of I-TRAIN contracts in order to provide supportive services to I-TRAIN students. Services include case-management activities such as course registration, counseling services, invoicing, ordering tools, uniforms, materials, attendance and progress reporting. The CTE Pathway Advisor also collaborates with the school site financial manager on I-TRAIN student allowable expenses and expenditures.

WIOA Navigator: The WIOA Navigator liaisons with the WorkSource Center staff to generate I-TRAIN contracts to serve clients with the best and most suitable career technical education training available. The Navigator collaborates with the CTE Pathway Advisor as needed to provide support for the clients, which may include case management, invoicing and progress reports.

Financial Manager: The Financial Manager oversees I-TRAIN student financial accounts/records and collaborates with the CTE Pathway Advisor to ensure allowable expenses and expenditures.

### III. TUITION DISCOUNTS

I-TRAIN contract discounts which are listed below are applied to **TUITION ONLY** (discounts do not include books, supplies, tools, equipment, certifications, etc.). The principal verifies tuition discounts on the I-TRAIN contract upon signature.

Number of Contracts (within the same course)	Minimum Discount	Maximum Discount
1	10%	10%
5-9	15%	20%
15+	20%	30%

For I-TRAIN contract support, please contact Central Office I-TRAIN Program designee, Brenda Vela, at (213) 241-3719 or [biv1999@lausd.net](mailto:biv1999@lausd.net).

For I-TRAIN budget information, please contact Central Office Associate Financial Manager, Patricia Cazares, at (213) 241-3866 or [patricia.cazares@lausd.net](mailto:patricia.cazares@lausd.net).

For assistance, please contact Laura Chardiet, Coordinator at (213) 241-3830 or by email at [laura.chardiet@lausd.net](mailto:laura.chardiet@lausd.net).

APPROVED: Joseph Stark, Executive Director

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