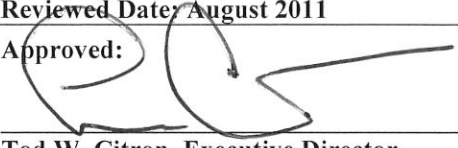




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 8141	Supported Employment Accessing Individual Training Accounts (ITA)
Origination Date: May 21, 2009	
Revision Date: March 16, 2010	
Reviewed Date: August 2011	
Approved: 	
_____ Tod W. Citron, Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board Supported Employment Services to be committed to providing and establishing Individual Training Accounts (ITA) per funding availability for customized employment services to include but not limited to: self-employment, resource ownership and business within a business for persons diagnosed with mental health, developmental disabilities, and/or addictive disease. Supported Employment staff will assist the individual in leveraging other funds against the ITA to increase capitalization.

PROCEDURE:

1. Eligibility for Individual Training Accounts(ITA) includes but is not limited to the following:
 - Documentation of disability of mental illness, developmental disability or addictive diseases
 - Residency within service area
 - Completed Vocational Profile
 - Approved MICP (Plan of Care)
 - Initial Feasibility Report including information on potential market, financial considerations and economic goals is reviewed by SCORE, EDGE Connection, Independent small business consultant, Small Business and Self-Employment Services Center.
 - Completed and approved Business plan
2. Clients may be referred for ITA consideration through the following:
 - VR referral to Program Director
 - CSB referral to Program Director
 - Cobb Works referral to Program Director
 - Other provider referral to Program Director

All clients approved for Individual Training Accounts (ITA) will have completed all of the above eligibility criteria including other grant/foundation funding specific requirements.

Categories and parameters of funding have been outlined and include but not limited to the following:

- Equipment
- Supplies
- Transportation
- Stipends
- Consultation & Professional Services
- Training
- Emergency Financial Assistance

Supported Employment staff and the Program Coordinator will review each Individual Training Account request as to the appropriateness of the expenditure. Each request for funds must be accompanied by three estimates from three different vendors in an effort to demonstrate market value. Funds are based on availability and individualized to meet the needs of the Individual client and per approval of Project Director(s) may exceed individual account limits to meet those needs. The request is then submitted to the Program Director and business office for approval and processing.

The Cobb and Douglas Community Services Boards are committed to assisting individuals utilizing ITA's. Any item(s) purchased via Individual Training Accounts (ITA) remain the property of the Cobb/Douglas CSB until:

- Two-Year Property: occupational tools to include tools-of-the-trade, hand tools, and small electrical tools, equipment and other such similar items. Also durable medical equipment.
- Three-Year Property: large electrical tools-equipment and other such similar items. Also, manual wheelchairs, computer software & hardware.
- Five-Year Property: all power wheelchairs, adaptive equipment for vehicles which is removable: video magnifiers such as CCTV's; and alternative augmentative communication devices.

Supported Employment Staff will review this policy with client. Both parties will sign the ITA Policy Review Acknowledgement form and submit it to the appropriate medical records office for filing in clients' clinical chart. A Memo to Chart will also be entered into the Electronic Medical Record (EMR) documenting that the policy has been reviewed and the acknowledgment form has been signed.

**Policy # 8141 - Supported Employment Accessing
Individual Training Accounts (ITA)**

(ATTACHMENT A)

Acknowledgment of Individual Training Accounts

The Cobb/Douglas Community Services Boards, Supported Employment staff have reviewed the Supported Employment Accessing Individual Training Accounts Policy and provided a copy to each client, thereby assisting clients in becoming knowledgeable of eligibility requirements and all procedures related to items purchased via Individual Training Accounts.

Client Name (Please print)

Date

Client Signature

Date

Staff Name (Please Print)

Date

Staff Signature

Date