

# Co-Enrollment Policy and Procedures

**Effective Date:** 10/01/2018  
**Duration:** Indefinite



## BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) emphasizes the alignment of core programs, known as partner programs, within the One-Stop Service Delivery system. Access to resources such as training and support services may be made available through a Memorandum of Understanding between the core program partners. Partner agencies must facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.

## REFERENCES

20 CFR 679.560(b)(2)(ii), Tennessee Combined State Plan, WIOA Section 3(12), WIOA Section 3(13)(A)-(D), WIOA Section 3(67), WIOA Section 108(b)(10), WIOA Section 108(b)(21), WIOA Section 129(c)(2), WIOA Section 134(c)(3)(F)(iv), WIOA Section 188(a)(2), WIOA Section 188(a)(5), WIOA Section 189(h), WIOA Section 232, Workforce Services Guidance – American Job Center Initial Assessment Guidance

## PURPOSE

This policy outlines the process for participant co-enrollment, according to eligibility, as a method to provide effective service by combining WIOA core programs offered at American Job Centers. These program areas – mandated by WIOA – include:

- Adult, Dislocated Worker, and Youth Activities (Title I)
- Adult Education and Literacy Activities (Title II)
- Wagner-Peyser (Title III)
- Vocational Rehabilitation Services (Title IV)
- TANF (Title IV)

Co-enrollment ensures that an individual receives skills training, or other education, to carry out their individualized development plan while providing needed support to reduce the probability of participant drop-out due to barriers (such as lack of transportation). Participants who are co-enrolled in multiple programs have resources leveraged in a way that increases the probability to achieve long-term success in the labor market. Co-enrollment ensures that all participant information is entered and tracked in the integrated case management system ([Jobs4TN.gov](http://Jobs4TN.gov)) which ensures seamless capacity for systemic case management.

### I. How to Identify Eligible Participants

Individuals entering an American Job Center (AJC) are greeted with a “no wrong door” approach; there is no incorrect entry point for an individual seeking services. During the first step, a staff member conducts an initial assessment that addresses barriers to employment, establishes priority of service, and identifies a disability that requires further resources. Using this assessment, the staff member offers guidance about the most appropriate next steps.

During initial assessments staff ascertain the individual’s long-term employment goal; furthermore, staff work with the individual to formulate a plan to achieve this goal. The strategy for co-enrollment focuses on short-term training to enter or re-enter employment

while maintaining sight of how this plan will lead to long-term self-sustainability within the labor market.

## **II. Co-Enrollment Process**

Following the initial assessment, the individual may participate in core programs offered under WIOA or choose to seek staff assistance to establish which programs best fit their needs and eligibility. Candidacy for co-enrollment between and among all programs will be determined by appropriate JC staff. Ultimately, the goal is to formulate a plan specific to the needs of each individual which can then lead to self-sustaining employment.

## **III. Use of Technology-Enabled Intake**

NETLWDA American Job Centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs mandated by the core program provision and carried out by American Job Centers. As individuals are enrolled in multiple programs, this digital database is utilized to efficiently track progress, especially when services are being provided concurrently. All American Job Centers in NETLWDA use Jobs4TN.gov for case management.

## **IV. Youth Program Co-Enrollment**

Adult participants should be enrolled in a Youth program, if eligible, if they are in need of specific services available through the Youth program, as outlined in the 14 basic elements. When co-enrolled with the Youth program, the contracted youth program staff will take the lead on the case while working in close coordination with the Title I Career Specialist. Once the youth program services are completed, if appropriate, the case will return to the Title I Career Specialist for additional adult focused services.

## **V. Types of Benefits that Complement WIOA Core Programs**

### **a. Supportive Services**

Supportive Services offered by NETLWDA work in concert with, and provide support to, WIOA core programs. These services are in addition to the core programs mandated under WIOA; supportive services are intended to ensure better outcomes for participants. Services offered include, but are not limited to, transportation/mileage assistance, child care assistance, related incidentals, and other items as approved and allowed by NETLWDB policy. Supportive service determination is documented on the Supportive Services Determination form to help defray the cost of participating in an approved WIOA activity. This form is to determine the amount of supportive services per NETLWDB policies through the end of the Program Year. Since WIOA is not an entitlement program, the need for any supportive services for a participant is adequately documented in the participant file. All Supportive Services must follow NETLWDB policies regarding Remaining Need determination, as appropriate.

### **b. Education and Training Services**

The Drive to 55 initiative's goal is to have 55% of Tennesseans with a college degree or certificate by the year 2025. To accomplish this goal the State has created two programs to offer increased access to education, namely:

- i. Tennessee Promise:** a program offered to all graduates of Tennessee high schools that provides a tuition free opportunity to attend two years at either a community college or technical college. The program also provides a mentor to assist a student as they progress through their education.

ii. **Tennessee Reconnect:** a grant that is offered to adults and provides an opportunity to earn a certificate from any of the 27 Tennessee Colleges of Applied Technology.

c. **Braiding Funds:** By braiding funds between supportive and educational services, a participant receives maximum benefit in proportion to the amount of funds spent. For example, an individual using Tennessee Reconnect grant funds to attend trade school classes may lack access to adequate transportation. Without access to transportation, an individual would face a barrier to the skills training opportunity provided under WIOA. In this case, WIOA, TAA or SNAP Employment and Training funds could be used to remove this barrier.

#### **VI. Last Dollar Supportive Services**

Funds within the Tennessee Reconnect and Tennessee Promise programs are considered to be “last dollars”, meaning that they are intended to fill the gap between the expenses covered under financial aid (e.g. tuition) and additional costs such as books and other necessary supplies. If either the Tennessee Promise or Reconnect grants are used, then WIOA funds can be used for supportive services. Supportive services are only provided when the services are not available elsewhere, since WIOA is considered funding of last resort. Supportive services are not entitlements and are supported by demonstration of financial need. The participant’s need for the provided service is documented in the case file; participants enrolled in individualized career or training services must demonstrate need in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). See NETLWDB WIOA Support Services Policy for additional information regarding supportive services.

#### **VII. Non-Duplication of Services**

NETLWDA coordinates education and workforce development activities, relevant secondary and postsecondary education programs and activities, to coordinate strategies, enhance services, and avoid duplication of services. This functional alignment of staff and services ensures that concurrent enrollment in programs, which enhances the services provided to an individual, has avoided duplication or redundancies of services. Jobs4TN is used to view the entirety of services offered to an individual, including dates and times when services were received.

#### **VIII. Funding**

In order to maximize services offered to an individual enrolled in multiple programs, NETLWDA coordinates funding for individual training accounts with funding from other Federal, State, local, or private job training programs or sources to assist the individual in obtaining training services. These programs and funding amounts are identified on the Student Need Assessment and Financial Aid Award for WIOA Coordination form and AJC staff are responsible for tracking Remaining Student Need.

#### **IX. Adherence to Military Selective Services Act**

American Job Centers within NETLWDA ensure that each individual participating in any program or activity, or receiving any assistance or benefit, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required.

**X. Non-discrimination**

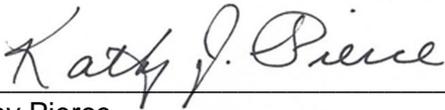
No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

**CONTACT:** Questions concerning the above may be addressed to Kathy Pierce, Executive Director of the NETLWDB at [kpierce@ab-t.org](mailto:kpierce@ab-t.org).

This policy will remain in effect until amended, modified, or set aside by the Northeast Tennessee Local Workforce Development Board.

APPROVED:



Kathy Pierce  
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Jay Richardson  
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