

I. Purpose:

This policy outlines the process for participant co-enrollment (concurrent admission/participation in programs), according to eligibility, as a method to provide effective service by combining WIOA core programs offered at American Job Centers.

II. Background:

American Job Centers (also known as One-Stop centers) are designed to provide a full range of workforce assistance programs within one comprehensive location. One-Stop centers were initially established under the Workforce Investment Act and have been reauthorized under the *Workforce Innovation and Opportunities Act* (WIOA). These centers offer training referrals, career counseling, job listings, and similar employment-related services for all Tennesseans, including employers seeking a well-trained and skillful workforce.

III. Instructions:

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. 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. WIOA mandated core programs and partner programs identified for co-enrollment 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); and
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
- Reemployment Services and Eligibility Assessments (RESEA)
- Trade Adjustment Assistance (TAA)

How to Identify Eligible Participants:

Individuals entering an American Job Center will be greeted with a “no wrong door” approach. There is no incorrect entry point for an individual seeking service. During the first step, a staff member will conduct a verbal assessment to determine the individual’s eligibility for WIOA Title I and III programs that addresses barriers to employment, establishes priority of service, and identifies a disability that requires further resources. Using this assessment, the staff member then offers guidance about the most appropriate next steps.

During initial assessments staff are required to ascertain the individual’s long-term employment goal; furthermore, staff must work with the individual to formulate a plan to achieve this goal. The strategy for co-enrollment will focus 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. WIOA programs that target similar demographics should necessitate automatic co-enrollment when appropriate for the participant.

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. Ultimately, the goal is to formulate a plan specific to the needs of each individual which can then lead to self-sustaining employment. For more information concerning enrollment please see *AJC Initial Assessment Guidance*.

Jobs4TN must be used by all partner programs to view the entirety of services offered to an individual, including dates and times when services were received; consequently, ineffective program co-enrollment will be reduced through the use of this online portal. One-Stop Operators must coordinate a communication strategy with any partner not utilizing Jobs4TN.gov to capture and record participation and to ensure there is no duplication of services.

Youth Program Co-Enrollment:

Adult participants should be enrolled in a youth program if they need specific services provided by a youth grant recipient, as outlined in the 14 basic elements. When co-enrolled with the youth program, the youth program case manager will take the lead on the case. Once the Youth program services are completed, if appropriate, the case will return to the Adult case manager for additional adult focused services including follow-up services. (For more information, see the STLWDA Youth Eligibility Policy found at <http://www.secareercenter.org/www/download/129.178>.)

Types of Benefits that Compliment WIOA Core Programs:**1. Supportive Services:**

Supportive Services are intended to provide support to WIOA core programs. Services offered include but are not limited to transportation assistance and child care. Co-enrollment with these supportive services generally comes from Title I providers within the LWDA. (For more information, see the STLWDA Supportive Services Policy found at <http://www.secareercenter.org/www/download/129.144>.)

2. Education and Training Services:

The Drive to 55 initiative aims 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:

- *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.
- *Tennessee Reconnect*: a grant that is offered to eligible adults and provides an opportunity to earn a certificate from any of the 13 community colleges and 27 Tennessee Colleges of Applied Technology across the state.

By braiding funds between supportive and educational services a participant is receiving maximum benefit in proportion to the amount of funds spent.

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 fees). Additional costs not covered may include books, tools, and other supplies. If either the Tennessee Promise or Reconnect grants are used, then WIOA funds would be used for supportive services.

Funding:

In order to maximize services offered to an individual enrolled in multiple programs, STLWDA will coordinate funding for individual training accounts (ITAs) with funding from other federal, state, local, or private job training programs or sources to assist the individual in obtaining services (WIOA Section 134 (c)(3)(F)(iv)). However, these programs must be identified on the ITA form and monitored to ensure that funds spent on each individuals’ concurrent programs are allowed under their respective, specific provisions.

US Citizenship or Authorization to Work in the United States if a Non-US Citizen:



WIOA Title I eligible participants must also be a citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, and parolee, and other immigrant authorized by the Attorney General to work in the United States (WIOA Section 188(a)(5)).

Selective Service Registration Requirements for Males Under Age 26:

Before being enrolled in WIOA Title I services, all males who are not registered with Selective Service and have not reached their 26th birthday must register through the Selective Service website at www.sss.gov. If a male turns 18 while participating in any applicable services, registration must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA Title I funded services. If a man under the age of 26 refuses to register with Selective Service, WIOA Title I funded programs must be suspended until he registers. For transgender customers, compliance with Selective Service is predicted on the individual’s gender as assigned at birth/as recorded on a birth certificate.

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. WIOA Section 188(a)(2)

AUTHORIZED BY: 	<u>9/12/18</u>
Michele Holt, Director, Workforce Development	Date
APPROVED BY: 	<u>9-12-18</u>
Tony Cates, Chair, Workforce Development Board	Date
<i>Co-Enrollment Policy; Effective 9.12.18</i>	