

---

# **EASTERN AREA WORKFORCE DEVELOPMENT BOARD**

*A Proud Partner of the American Job Center Network*

---

## Eastern Area Workforce Development Board Workforce Innovation and Opportunity Act (WIOA)

### Policy 02-18 Co-Enrollment

Effective Date: 09/18/18

Revision Date: N/A

Revision Number: N/A

Revision effective Date: N/A

Approval Date: 9/18/18

Contact: Inquiries regarding this document should be directed to Administrative Staff of the EAWDB at (575)208-2210.

## REFERENCES:

Workforce Innovation and Opportunity Act (WIOA) §3(13)(A)-(D); WIOA §3(12); WIOA §3(67); WIOA §108 (b)(10); WIOA §108 (b)(21); WIOA §129 (c)(2); WIOA §134 (c)(F)(iv); WIOA §188(a)(2); WIOA §188 (a)(5); WIOA §189(h); WIOA §232; 20 CFR §679.560

### 1. BACKGROUND

One of the guiding principles of the Workforce Innovation and Opportunity Act (WIOA) is to streamline access to services to promote efficiency and optimize outcomes for both the partner programs and the system customers. The WIOA emphasizes the alignment of core programs, known as partner programs within the one stop delivery system. Access to resources such as training and support may be made available by agreement and coordination between the core programs. The goal of the Eastern Area Workforce Development Board (EAWDB) around co-enrollment is to provide access to the broadest array of services and resources possible to the residents of Eastern NM. This is necessary to create an effectively trained workforce that meets the needs of employers and support economic development efforts.

### 2. PURPOSE

This policy is to provide Guidance on participant co-enrollment across partner programs. The policy will address specific needs surrounding co-enrollment. Processes and procedures will be addressed in EAWDB Technical Assistance Guide 2-18 as they are developed.

The programs to be included in the establishment of co-enrollment processes include but are not limited to:

- Title I - Adult, Dislocated Worker (DW), and Youth
- Title II - Adult Education and Family Literacy Activities (AEFLA)
- Title III - Wagner-Peyser
- Title IV - Vocational Rehabilitation Service
- Title V – Job Corps

Co-Enrollment ensures that an individual receives, skills training, or other education to carry out their individualized employment plan (IEP) while providing needed support to reduce the probability of an individual not participating in services due to barriers (such as lack of transportation). Participants that are co-enrolled in multiple programs have additional resources that can be leveraged to increase the probability of achieving long-term success in the labor market.

### 3. DEFINITIONS

**Co-Enrollment** – Enrollment in two or more WIOA partner programs, and/or special grant programs.

**Customer** – An individual that is seeking services under any partner authorized under a WIOA partner program as part of the American Job Center System.

**Internal Partner** – A partner that is co-located in the Workforce Connection Center in the local community whether on a part time or full-time basis.

**External Partner** – A partner that has no physical presence with the WCC in the local community.

**Participant** – WIOA title I Adult, title I Dislocated Worker, title II, and title III programs, a participant is a reportable individual who has received services other than the services described in 20 CFR § 677.150(a)(3) (or 34 CFR § 463.150(a)(3), as applicable), after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination.

As set forth in more detail in section 677.150 (or 34 CFR § 463.150, as applicable), the following individuals are not participants:

- a. Individuals in an AEFLA program who have not completed at least 12 contact hours;
- b. Individuals who only use the self-service system; and
- c. Individuals who receive information-only services or activities, which provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.

For the title I Youth program, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received 1 of the 14 WIOA Youth program elements identified in sec. 129(c)(2) of WIOA.

For the title IV VR programs, a participant is a reportable individual who has applied and been determined eligible for services, has an approved and signed employment plan, and has begun to receive services under the plan.

#### **4. ACTION**

##### **a. Coordination**

To better serve the needs of customers and avoid duplication of services, co-enrollments will require a great deal of coordination across the partners of the American Job Center (AJC) system. It must be clear in co-enrollment situations what services are being provided and by whom.

##### **b. Performance Measures**

Co-enrolled customers count in the performance measurements for all grants they are enrolled in. Customers co-enrolled in Title I or Title III services will be reported through the New Mexico Workforce Connection Online System (NMWCOS) and performance information recorded there will be shared with external partners when requested.