

## E-07 WIOA Co-Enrollment Policy

### Updates:

7/9/2015: Updated for WIOA

10/2004: First posted

### WIOA Programs (Youth, Adult, Dislocated Workers, Special Response)

Co-enrollment can offer participants a fuller range of services; is allowable, assuming all eligibility criteria is met; and should occur only when there is a compelling reason (i.e. to receive additional services, to take advantage of additional funding). Examples of compelling reasons are as follows: A 19-year-old has been dislocated from employment and is in need of on-the-job training services but dislocated worker ojt funding has all been allocated. The individual can be co-enrolled in the youth program and utilize on-the-job training youth program funds. Another example is: An in-school youth is interested in training. The youth can be co-enrolled in the adult program and utilize an individual training account for funding the training program.

### Process

In order to co-enroll, Career Planners must determine eligibility for the new program. This means reviewing the WIOA application to determine if information is still current. If all the information is current/correct, Career Planners can sign off on the bottom of the application indicating "information is still current" and including the co-enrollment date. If there are changes, a new WIOA Application (both pages) must be completed and signed by the participant. A new income verification worksheet should be completed for all income based programs and if the information on the original worksheet has changed. A new Needs Score form should be completed if the participant is an ISY (all other programs use the same form). The correct Manage Programs tab for the new program should be opened in ASSET and information submitted to Pewaukee for entry into the local ACCESS system.

### Notes

- If co-enrolling from the youth program, remember the self-sufficiency calculator.
- If co-enrolling into the adult program, remember to assess for priority of service ([E-13](#)), if not low income or public assistance recipients, you must assess using the Basic Skills Deficiency Screener.
- If co-enrolling into the dislocated worker program, remember to collect UI documentation.
- Individuals who are co-enrolled will be counted in both program's performance measurements.
- Specific services and associated costs must be tracked to the correct program

### Co-Enrollments with Other Partner Programs

Under WIOA, partner programs and other workforce programs collaborate to create a seamless customer-focused one-stop delivery system that integrates service delivery across all programs and enhances access to the programs' services. The six core programs (Title I adult, dislocated worker, and youth programs; Title II adult education and literacy programs; Title III Wagner-Peyser program; and Title IV vocational rehabilitation program), as well as other required and optional partners often co-enroll clients to enhance service delivery and to save program costs (see [E-10](#) for co-enrollment policy with Trade program).

In addition to better meeting client needs, WIOA requires that other fund sources be sought for training and supportive services. *Training funds are available for those who are unable to obtain grant assistance from other sources to pay the costs of such training and related support services, including such sources as state-funded training funds, Trade Adjustment Assistance (TAA), and federal Pell Grants or require WIOA assistance in addition to other sources of grant assistance, including federal Pell Grants. Additionally, supportive services are available to those who are "unable to obtain supportive services through other programs providing such services."*

**Process**

It is expected that WIOA Career Planners make every effort to co-enroll participants in other programs when co-enrollment would mean increased needed services and/or additional funding. Clients have the right to decline but persuasive efforts should be attempted and documented. Career Planners also need to document attempts, availability and other options available on the [Individual Employment Plan](#). Career Planners should also work to ensure non-duplication of services.