



## **Northern Middle Tennessee Local Workforce Development Board**

### **Workforce Innovation and Opportunity Act Policy Letter**

**Subject:** Co-Enrollment of Participants in the American Job Center

**From:** Susie Bourque, Director of Policy and Planning

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act provides for co-enrollment of participants into WIOA core programs offered at the American Job Center (AJC) to expand access to employment, training, education, and supportive services for eligible individuals, particularly those with barrier to employment. These mandated programs 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)

Co-Enrollment ensures that participants receive the necessary services to reduce the possibility of drop-out due to barriers. Co-enrollment also provides the added benefit of leveraging resources; which may increase the availability of funds to serve a higher number of participants.

#### **I. PURPOSE:**

This policy will establish guidelines consistent with 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)(s), WIO Section 314(c)(3)(F)(iv), WIOA Section 188 (a)(2), WIOA Section 188(a)(5), WIOA Section 189(h), WIOA Section 232.

#### **II. INSTRUCTIONS:**

##### **A. How to Identify Eligible Participants**

Individuals entering an American Job Center will be greeted with a “no wrong door” approach. After logging in to the VOS greeter, a staff member will conduct a verbal assessment – mainly focused on the individual’s needs. In addition, staff will conduct eligibility screening 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 is 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 partner supports that will lead to long-term self-sustainability with the labor market.

**B. 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 fits their needs and eligibility. Career Coaches will refer customers to other Core programs using the AJC Referral Form.

Co-enrollment can be utilized to leverage partner funding to provide support services and/or training services, along with a myriad of other partner services to assist the customer. Services will align with internal regulations such as “last dollar” requirements

**C. Use of Technology-Enabled Intake:**

Initial intake for all customers will be through the VOS greeter system for all AJC partner services, and through Jobs4TN.gov for case management.

**D. Automatic Referral:**

WIOA programs that target similar demographics should necessitate automatic referral. One such example is Re-employment Services and Eligibility Assessments (RESEA), and dislocated worker programs. Other programs that may be paired could include Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), TRA/TAA, Temporary Assistance for Needy Families (TANF), Adult Education (AE), Dislocated Worker Programs and Youth Programs.

**E. Non-Duplication of Services:**

Partners will coordinate strategies, enhance services, and avoid duplication of services (WIOA Section 108(b)(10)). This policy must ensure that concurrent enrollment in programs, which enhances the services provided to an individual, will avoid duplication or redundancies of services. Jobs4TN will 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.

**F. Adherence to Military Selective Services Act:**


AJC Partners must 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. WIOA Section 189(h).

### III. CONTACT:

Questions concerning the above may be addressed to the Director of Policy and Planning.

### EFFECTIVE DATE:

Effective October 1, 2018 and will remain in effect until amended, modified, or set aside by the Northern Middle Tennessee Local Workforce Development Board.

  
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John Zobl, Chairman  
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