

Southwest Arkansas Workforce Development Board Workforce Innovation and Opportunity Act (WIOA)

Policy Number: SWAWDB - 001
Title: Co-Enrollment/Co-Funding Procedure
Reference: ADWS Policy No. WIOA 1-B – 2.3
Effective Date: February 28, 2020

PURPOSE

Participants may be co-enrolled in Adult, Dislocated Worker, and Youth services as well as other partner/non-partner provided services. WIOA encourages co-enrollment with other entities and programs to give customers the best combination of services.

CO-ENROLLMENT

In order to serve the needs of the customers better and to avoid duplication of services, co-enrollments/co-funding will require a great deal of coordination within the WIOA network. It must be clear at all times what services are being provided and by whom. All Title 1-B services will be documented on the AJL Service & Training Plan and case notes. Partner-provided services may be viewed on the Consolidated Service & Training Plan. However, not all partners operate on the AJL platform; therefore, additional partner-provided services must be entered in the customer's case notes. The coordination will include:

- Determine at intake whether a customer is already enrolled in another program.
- If a customer is enrolled in another WIOA program, co-enrollment will first be discussed with the initial Service Provider. Additionally, if a Service Provider seeks to refer a customer to another program, co-enrollment will be discussed with the new Service Provider. All information regarding the co-enrollment will be documented in Arkansas Job Link (AJL).
- There will be one primary Service Provider. This will normally be the first enrolling Service Provider; however, provider roles and responsibilities must be determined during initial discussion of co-enrollment.
- The primary enrolling service provider will coordinate activities and ensure all services are documented in the customer's case notes and Individual Employment Plan (IEP).
- Placement information will be shared among the Service Providers. This will ensure accurate reporting of customer outcome information into AJL.
- Exit decisions must be coordinated with all co-enrolled Service Providers.
- Follow-up activities and services will be coordinated between both/all Service Providers, and all Follow-Up information must be shared among participating partners.

Customers may be co-enrolled in Adult, Dislocated Worker, and Youth programs concurrently when respective program and service eligibility requirements are met. Career Planners will document the service needs and justification for concurrent enrollment on the IEP and case notes. Respective program/service eligibility requirements will be documented in AJL and the customer's file.

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CO-FUNDING

- WIOA training funds supplement other sources of training grants. Career Planners must coordinate training funds and make funding arrangements with other one-stop partners or funding sources, as appropriate, prior to requesting WIOA Title 1-B funding. This requires staff to be knowledgeable in program eligibility and services for partner programs.
- Customers seeking training assistance from WIOA Title 1-B service providers must first apply for a Pell Grant and other appropriate grants. Participants may enroll in WIOA-funded training while his/her Pell Grant is pending as long as arrangements are made to reimburse WIOA Title 1-B the funds used to underwrite the training for the amount the Pell Grant covers.
- Supportive Services may be provided with Title 1-B funds when such services are not available through non-WIOA funding sources. Career Planners must document the need for such services, eligibility for services, and inability to obtain services from other sources in case notes, prior to the approval of Title 1-B supportive services funding.


SWAWDB Chair

2/28/20
Date