

<b>INSTRUCTION LETTER</b>
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**INSTRUCTION NUMBER:** WIOA # 17-16

**TO:** Upstate Workforce Area Contractors

**SUBJECT:** Co-Enrollment Between Adult and Youth Programs

<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
<b>ISSUED:</b> <u>June 28, 2018</u>	<b>EFFECTIVE:</b> <u>Immediately</u>	<b>EXPIRES:</b> <u>Indefinitely</u>

**PURPOSE:** To communicate the Upstate Workforce Board local instruction and operational guidance on integrated service delivery with co-enrollment under the Workforce Innovation and Opportunity Act (WIOA).

**BACKGROUND:** WIOA places a strong emphasis on planning across multiple partner programs to ensure alignment in service delivery. One key goal is to develop effective partnerships across programs and community-based providers to provide individuals the employment, education and training services they need. Effective partnering is pivotal to maximize resources and to align services with career pathways and sector strategies. In order to effectively promote and develop career pathways and sector strategies, it is vital that the WIOA core and one-stop partner programs work together to ensure a customer-centered approach to service delivery.

**POLICY:**

**Eligibility:** Eligible individuals ages 18 to 24 (at registration) may participate in both Adult/Dislocated Worker and Youth programs concurrently. Such individuals must meet the eligibility criteria applicable to the services received. For example, an individual may qualify to receive both youth services and adult career services, but fail to meet the eligibility requirements for receipt of adult training services. Some examples where enhanced coordination could take place are:

- Referring 18-24-year-old individuals to youth formula program if they need more intensive support around specific program elements;
- WIOA allows all Out of School (OSY), ages 16-24, access to Individual Training Accounts (ITAs), which expands training options, increases program flexibility, enhances customer choice, and reduces paperwork for all OSY.
- When using youth funds for ITAs, the Eligible Training Provider List (ETPL) must be used. Accessing the ETPL allows the program to avoid further procurement processes.

Local program operators determine, for these individuals, the appropriate level and balance of services under the Youth and Adult programs. Such determinations regarding the appropriate program for the participant must be based on the service needs of the participant and if the participant is career-ready. This determination is based on an assessment of their occupational skills, prior work experience, employability and the participant's needs. An important difference to note here is that while receiving an assessment from the Adult, DW or Employment Services (ES) programs does trigger participation and inclusion in the performance accountability calculations, this is not the case for Youth.

**Funding:** Local program operators must identify and track the funding streams which pay the costs of the services provided to individuals who are participating in the Youth and Adult/Dislocated Worker programs concurrently. This is necessary to ensure that program funds are spent on services allowed under the specific provisions and prevent duplication of services. This can be documented through the Individual Service Strategy. For example, funds for Adult programs must only be spent on services allowed by WIOA Section 134 and not on services only allowed by section 129 for Youth programs, such as dropout recovery services. Furthermore, tracking the funds will allow the local areas to determine whether they satisfy the spending requirements mandated by WIOA.

**ACTION:** A participant who would benefit from co-enrollment should be referred to the other program. In an effort to streamline the referral and coordinate activities, and because only one case manager can be assigned to an individual case, the case manager should meet with the other partner to determine which program would provide the most needed services and ensure that program's case manager is assigned.

**Exiting:** A co-enrolled participant cannot be exited until they have completed all scheduled program services in both programs and not scheduled for additional services, with the exception of follow-up services. Each case manager will need to exit the participant from the respective program enrollment. The exit date will be the last service end date, regardless of the program providing the services and this exit should be coordinated among the programs.

**Data Validation:** Each case manager is responsible to ensure all appropriate documentation is included in the file for their respective programs.

**INQUIRIES:** Questions may be directed to Dana Wood [wood@upstateworkforceboard.org](mailto:wood@upstateworkforceboard.org) or 864-596-2028 TTY:711.

  
Ann Angermeyer, Director