

Workforce Innovation and Opportunity Act (WIOA) Co-Enrollment



Who- Individuals who are between the ages of 18 and 24 if out-of-school **OR** 18 and 21 if in-school; meet eligibility requirements for the Youth program **AND** the Adult and/or Dislocated Worker program.

When- Youth participants should be enrolled in the Adult or Dislocated Worker program if they have completed youth services and are moving on to post-secondary training, on-the-job training or an apprenticeship program. The Adult and Dislocated Worker programs can provide leveraged funds for training and support services while the participant is attending post-secondary types of training. The Adult or Dislocated Worker program case manager at the Job Center will take the lead on the case while providing services. Upon exit, both case managers should coordinate the follow-up services.

Adult participants should be enrolled in a Youth Program if they are in need of specific services provided by a youth grant recipient as outlined in the 14 basic elements listed below. When co-enrolled with the Youth Program, the Youth program case manager will take the lead on the case. Once the Youth program services are completed, if appropriate, the case will return to the Job Center case manager to for additional adult focused services including follow-up services.

1. **Tutoring, study skills training and instruction** leading to high school completion, including dropout prevention strategies.
2. **Alternative high school services** which offer specialized, structured curriculum inside or outside of the public school system.
3. **Summer youth employment** that takes place between May 15th and September 30th and consists of employment for which youth are paid a wage and results in occupational learning that leads to an employment goal.
4. **Paid and unpaid work experiences** including internships and job shadowing, are short-term, planned, structured learning experiences that occur in a workplace and are focused on career exploration and the development of work readiness skills.
5. **Occupational skills training** that lead to the attainment of a certificate or credential; including participation in Job Corps, apprenticeship programs, and training programs that provide skills necessary to enter or advance in a specific occupation.
6. **Leadership development opportunities** including community service and peer-centered activities that encourage responsibility, employability, and other positive social behaviors.
7. **Adult mentoring** is a one-to-one supportive relationship between an adult and a youth that is based on trust and lasts for a duration of at least 12 months.

8. **Supportive services** to enable an individual to participate in program activities. These may include, but are not limited to, housing, meals, medical care, daycare, transportation, school related supplies, training related supplies, etc.
9. **Follow-up services** include activities to monitor the success of youth during their transition to employment or education and provide assistance as needed for a successful transition. Follow-up services must be provided for 12 months after the participant exits the program.
10. **Comprehensive guidance and counseling** to help youth make and implement informed educational, occupational, and life choices.
11. **Financial literacy education** to help youth gain the skills needed to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, and other savings goals.
12. **Entrepreneurial skills training** includes the use of curriculum based training modules that teach youth the value of being skilled and applying those skills to meet a consumer need or demand, to think creatively and critically, to problem solve; how to recognize opportunities, and other skills related to entrepreneurialism.
13. **Career awareness, career counseling, and career exploration** by using labor market and employment information about in-demand industry sectors or occupations available in the local area.
14. **Activities that help youth prepare for and transition to post-secondary education and training** includes exposure to post-secondary education options, assisting youth with placement into post-secondary education, and placement into training opportunities such as apprenticeships and occupational training.

Why- Co-enrollment should always meet the needs of the participant and these needs can best be met by providing a combination of services under different WIOA funding streams.

- The participant will benefit from the leveraged funds provided by multiple funding streams;
- Adult and dislocated worker programs have more emphasis on finding appropriate employment. A youth's need for immediate training and assistance in resume writing, job searching, job matching, and job seeking and in acquiring specific occupational skills may best be met by adult or dislocated worker services found through the Job Center;
- Participants enrolled in adult programs may need specific youth services as Youth programs focus on youth development needs and provide for broader, longer-term assistance in civic, social, intellectual, and employability development to prepare for employment;
- Youth programs are more equipped to deal with issues facing today's youth. e.g. alcohol/drug abuse, homelessness, family abuse/neglect, inadequate readiness skills/pregnancy, etc.
- Co-enrollments promotes youth participation and persistence through adult or dislocated worker activities that accommodate youths' adult schedules and responsibilities;
- Adult programs meet youths' need to be treated as adults and not just children.

How- A participant who would benefit co-enrollment, should be referred to the other program (grant recipient for the Youth Program; Job Center for the Adult or Dislocated Worker Program). In an effort to streamline the referral and coordinate activities, the case manager is encouraged to contact the other partner for a smooth handoff.

ICM – Enter the participant into the ICM system. You will receive notification if the participant is enrolled in another program and be prompted to submit a Sharing Request. Once access is granted and the case is shared, both parties will be able to see all services on the enrollments. Case notes may or may not be viewable; confidentiality for case notes is set by the author of the note and can be set to public, restricted or confidential.

- Public - the note can be read by all case managers.
- Restricted - each user on the case can see the notes.
- Confidential, ONLY the user who wrote the note will be able to see that case note. The confidential case note will not even appear in the list of case notes users who are not the author.

Exiting – a co-enrolled participant cannot be exited until they have completed all scheduled program services 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 service.

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