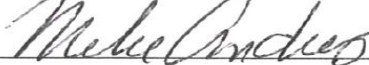



State of Alaska	
Department of Labor and Workforce Development	
Divisions: Employment and Training Services, Vocational Rehabilitation	Policy: 07-505
Subject: Co-enrollment	Pages: 2
Reference: Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128; Federal Regulations, Vol 80, No 73	Effective Date: 11/19/2015
<p>Approved:  _____  _____</p> <p style="text-align: center;">Mike Andrews, DETS Director Date 2/13/16</p> <p style="text-align: center;">John Cannon, DVR Director Date 11/19/15</p>	

1. Parties Affected

This policy applies to the Division of Employment and Training Services (DETS) and the Division of Vocational Rehabilitation (VR) program’s staff and grant recipients receiving public funds from DETS and/or VR.

2. Background

DETS and VR are committed to the provision of co-enrollment in order to deliver customer-focused, integrated, and coordinated services. This includes the sharing of relevant customer program information and records such as referral information, assessment results, training plans, progress reports, and job development strategies. Co-enrollment is encouraged to coordinate cohesive and consistent services which complement and strengthen the services offered by each individual program.

3. Policy

This policy is designed to promote cooperative partnerships to maximize resources and encourages program staff and grant recipients to develop procedures for the provision of co-enrollment.

Co-enrollment, also known as concurrent enrollment, occurs when a participant is enrolled in programs funded by two or more sources at one time. It is appropriate to co-enroll if:

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities

- a) The participant would benefit from services, activities or funding provided from the various funding streams;
- b) The participant meets the respective eligibility requirements of each program and the program is appropriate;
- c) The services provided are not duplicated including assessments, the creation of employability plans, training, job placement assistance, and follow-up employment services;
- d) The grant recipients or staff is able to identify and track the funding streams that pay the costs of services provided to program participants.

Program Applicants who do not meet the eligibility requirements of a program, or who cannot be served, should be referred for further assessment to a program that meets the skills and training needs of the applicant.

4. **Responsibility**

Grant recipients, DETS and VR staff are all responsible for:

- a) Making participant referrals to internal and partner agencies;
- b) Determining eligibility for co-enrollment;
- c) Determining and coordinating resources between programs, and partner agencies and communicating on the following:
 - i. eligibility;
 - ii. mutually agreed upon training/support plans;
 - iii. progress in the programs; and
 - iv. follow-up and placement services.
- d) Identifying and providing additional referrals if necessary;
- e) Tracking and monitoring of participant activities and services, placement and follow-up services and entering such services into the DETSs' case management system;
- f) Developing information and confidentiality policies/procedures for information sharing and maintaining the data within the case management record;
- g) Withdrawing support from an eligible applicant due to funding limitations or suitability for public funded services provided that appropriate referral to other resources has been made;
- h) Providing sufficient documentation in the participant case file to support eligibility and services provided.

5. **Definitions**

- a) **Co-enrollment** is when an individual is enrolled and receiving services through two or more programs simultaneously.
- b) **Partner agency** is an agency that contributes to the delivery of services to an individual.
- c) **Participant** is an individual who meets eligibility criteria and has been enrolled in a program.
- d) **Referral** is an act of referring an individual to a partner program for consultation, review, or further action.