



Northwest Arkansas Economic Development District

Policy Name:	Co-Enrollment and Co-Funding Policy and Procedure
Effective Date:	March 7, 2018
Date Approved by the Board:	March 7, 2018
Revised:	September 2, 2020
Revised:	June 1, 2023
Revised:	March 6, 2024

The purpose of this policy is to describe the requirements and regulations concerning co-enrollment and/or co-funding of WIOA Title 1-B participants with various WIOA Title 1-B programs with other WIOA programs, with Arkansas Job Center partners and with other appropriate entities, in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA, Final Rule, Training and employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), and policies of the Arkansas Workforce Development Board (AWDB).

Policy:

Under WIOA 1-B, participants may be eligible for Youth, Adult, and/or Dislocated Worker services . The participant may also be eligible for the services of other one-stop partners, as well as services for non-one-stop partners. WIOA 1-B case managers must be informed about the services of all WIOA funding streams (including other titles and subtitles). Case managers must coordinate with other agencies as appropriate to provide the full array of services documented as needed by the participant. [WIOA § 134(b)(2)(A)(v); 20 CFR 680.230]. Co-enrollment (or dual enrollment) and/or co-funding with other entities is encouraged to give participants the best array of services [TEGL 19-16].

Co-enrollment within WIOA Title I Adult, Dislocated Worker, and Youth Programs:

Individuals who meet the respective program and service eligibility requirements may participate in Adult, Dislocated Worker and/or Youth programs concurrently. Northwest Arkansas Workforce Development Board (NWA WDB) program operators may determine the appropriate level and balance of services under the Youth and Adult/Dislocated Worker programs. This determination depends not only on the eligibility requirements of each program, but also, on the services needs of the participant. [TEGL 19-16].

Services available under each funding stream will depend on eligibility for services under that funding stream. NWA WDB program operators may determine the appropriate level and balance of services for each individual under each program. NWA WDB program operators must identify and track the funding streams which pay the costs of services and ensure no duplication of services [20 CFR 681.430]. On the other hand, if it is determined that only the Youth or the Adult program array of services is appropriate for an individual aged 18 - 24, then the local program provider may enroll that participant in only that service [20 CFR 681.450].

Co-enrollment and Co-funding with Other Programs

WIOA Title 1-8 program providers are encouraged to work with other Workforce Center partners and other entities to provide a full array of needed services to participants. Not only does this strategy provide more services, but it also provides more case management to the participant,

thus providing greater probably for success.

WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training or require assistance beyond that available under grant assistance from other sources to pay the costs of such training. WIOA Title 1-B Service Providers must not only ensure that participants apply for Pell Grants and other appropriate grants, but they must also coordinate funding with other one-stop partners and other entities for which the participant is eligible [20 CFR 680.230]. In order to appropriately coordinate funding and co-enrollment, case managers must be trained in programs and eligibility requirements of other one-stop partners and other local and state entities providing services needed by their participants so they can leverage the funding of other sources to provide all services needed by WIOA Title I-B participants [A.C.A. 15-4-371 I(a)(10)(D)]. Some of these potential entities are:

- Career Pathways Initiative for custodial parents attending Arkansas two-year colleges
- Single Parent Scholarship Funds for each county (www.aspsf.org/scholarships)
- Arkansas Rehabilitation Services and Division of Services for the Blind
- TEA / Work Pays TAA
- Veterans' Services
- State and institutional scholarships
- Department of Human Services
- Food Stamp Employment and Training Programs
- Arkansas Human Development Corporation (National Farmworker Jobs Program)
- American Indian Center of Arkansas
- Local housing authority
- Local homeless shelter(s)
- Local food banks and distribution centers
- Local provider of assistance with utilities
- Local provider of older worker services
(Title V of the Older Americans Act of 1965, 42 U.S.C. § 3056 et seq.)
- Community Service Block Grants
- Programs funded by the Second Chance Act

WIOA Title 1-B Adult, Dislocated Worker, and Youth participants should be referred to and co-enrolled (or co-funded) with these services and other available services as appropriate. NWA WDB area should have policies and procedures in place to ensure that other funds are leveraged [A.C.A. 15-4-3711(a)(10)(D), 20 CFR 680.230(b)].

WIOA Title I-B funds may support adult education and literacy activities of the Arkansas Department of Career Education, Arkansas Literacy Council, and other programs providing adult education and literacy activities if the participant is also engaged in one of the following [20 CFR 680.350]:

1. Occupational skills training, including training for nontraditional employment
2. OJT
3. Incumbent worker training, as described in ADWS Policy No. WIOA I-B - 3.6 (Incumbent Worker Training)
4. Programs that combined workplace training and related instruction, which may include cooperative education programs
5. Training programs operated by the private sector
6. Skill upgrading and retraining
7. Entrepreneurial training

The NWAADB encourages staff to co-enroll participants with other program to maximize the use of WIOA Title 1 funds, when such enrollment is beneficial to the success of the participants. Career Advisors will coordinate and communicate with other agencies to ensure there is no duplication of services.

Documentation of application and acceptance/denial from non-WIOA grants (Ex: Pell Grants, TANF training assistance, etc.) will be placed in the participant file.

Co-enrollment and Co-funding Procedure

In order to serve the needs of the participants better and to avoid duplication of services, co-enrollments/co-funding will require a great deal of coordination.

All Title IB services will be documented in AJL Service and Training Plan and case notes.

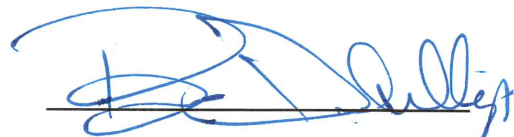
The procedure will include:

- Determine at intake whether a participant is already enrolled in another program
- If a participant is enrolled in another WIOA program, co-enrollment will first be discussed with the initial Service Provider. All information regarding the co-enrollment will be documented in Arkansas Job Link (AJL).
- 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.

WIOA training funds supplement other sources of training grants. Career Advisors must coordinate training funds and make funding arrangement 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. In order to accomplish this Northwest will hold staff training, attend One-Stop Operator quarterly meetings and attend the State's bi-annual Partner meetings.

Documentation of application and acceptance/denial from non-WIOA grants (Ex: Pell Grants, TANF training assistance, etc.) will be placed in the participant file.

Participants seeking training assistance from WIOA Title 1-B service providers must first apply for a Pell Grant and other Appropriate grants. Documentation of the application for grant funding, as well as documentation of rejection or approval for grant funding will be maintained in the participant file.



John "Bo" Phillips, Board Chair