



Policy Memorandum 2020-08

Co-Enrollment – Effective January 15, 2020

INTENDED AUDIENCE: All AAWDC staff

SUBJECT: Co-enrollment of Participants Between AAWDC Initiatives

LAST REVIEWED/UPDATED: November 2019

RESPONSIBLE OFFICE: Career Development and Community Services

POLICY CONTACT: Vice President, Career Development and Community Services

CANCELLATIONS

2018-05 – Co-Enrollment

STANDARD OPERATING PROCEDURES

None

FORMS

None

Approvals


KJM

President and CEO, AAWDC

Introduction

Co-enrollment is defined as enrollment in two or more grants operated by AAWDC. The grants may be part of the same initiatives or may come from two different initiatives. In general, the purpose of co-enrollment is to leverage available resources that are available to ensure a positive outcome for a participant. Coordination of co-enrollment will eliminate the duplication of services conducted by various AAWDC initiatives and reduce the amount of time staff spends providing such services.

Policy Statement

As part of AAWDC's customer-centric design, participants should be screened by case management staff and provided the necessary services that will mitigate barriers to employment and allow the individual to return to meaningful employment as quickly as possible. Participants should be co-enrolled into multiple grants (subject to eligibility and suitability guidelines for those grants) as necessary to provide those services.

Co-enrollment for purpose of achieving program or performance goals is NOT allowed.

WIOA Title I-specific Guidelines

Federal regulations make it clear that there is no substantive difference between Adult and Dislocated Worker services. Indeed, local areas have full discretion to make transfers between the two funding streams as needed to assist their participants. To create a more seamless system and ensure that participants receive the full benefit of Title I services, the following guidelines apply:

1. If a participant meets the eligibility requirements for Dislocated Worker funding and is deemed suitable, he/she must be enrolled as a Dislocated Worker.
2. All unemployed Dislocated Workers are, by definition, eligible as Adults. Therefore, these participants will be co-enrolled into Adult funding.

NOTE: co-enrolled Adult and Dislocated Worker participants count in the performance metrics of both funding streams.

Revision History

<u>Policy Number</u>	<u>Date of Revision</u>	<u>Significant Change</u>
2018-05	7/1/2017	To provide guidance for co-enrollment under WIOA