

**GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT BOARD (GMLWDB)**

**GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA**

<b>EFFECTIVE DATE:</b>	July 1, 2020
<b>DURATION:</b>	Indefinite
<b>POLICY:</b>	Co-Enrollment
<b>PURPOSE:</b>	This policy outlines the process for participant co-enrollment (concurrent admission/participation in programs), according to eligibility, as a method to provide effective service by combining WIOA core programs offered at American Job Centers
<b>REFERENCE:</b>	TEGL 16-16, TEGL 21-00

**How to Identify Eligible Participants**

Individuals entering an American Job Center will be greeted with a “no wrong door” approach. There is no incorrect entry point for an individual seeking service. During the first step, a staff Member will conduct a verbal assessment to determine the individual’s eligibility for WIOA Title I and III programs that addresses barriers to employment, establishes priority of service, and identifies a disability that requires further resources. Using this assessment, the staff member then offers guidance about the most appropriate next steps.

During initial assessments, staff are required to ascertain the individual’s long-term employment goal; furthermore, staff must work with the individual to formulate a plan to achieve this goal. The strategy for co-enrollment will focus on short-term training to enter or re-enter employment while maintaining sight of how this plan will lead to long-term self-sustainability within the labor market. WIOA programs that target similar demographics should necessitate automatic co-enrollment when appropriate for the participant.

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## **Enrollment Process**

Following the initial assessment, the individual may participate in core programs offered under WIOA or choose to seek staff assistance to establish which programs best fit their needs and Eligibility. Ultimately, the goal is to formulate a plan specific to the needs of each individual, which can then lead to self-sustaining employment.

## **Youth Program Co-Enrollment**

Young 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. 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 an adult case manager for additional adult focused services including follow-up services.

## **Types of Benefits that Compliment WIOA Core Programs:**

### **Supportive Services**

Supportive Services are intended to provide support to WIOA core programs. Services offered include but are not limited to transportation assistance and childcare. Co-enrollment with these supportive services generally come from Title I providers within the LWDA.

### **Education and Training Services**

The Drive to 55 initiative aims to have 55% of Tennesseans with a college degree or certificate by the year 2025. To accomplish this goal the State has created two programs to offer increased access to education, namely:

Tennessee Promise: a program offered to all graduates of Tennessee high schools that Provides a tuition free opportunity to attend two years at either a community college or technical college. The program also provides a mentor to assist a student as they progress through their education.

Tennessee Reconnect: a grant that is offered to eligible adults and provides an opportunity to earn a certificate from any of the 13 community colleges and 27 Tennessee Colleges of Applied Technology across the state. By braiding funds between supportive and educational services, a participant is receiving maximum benefit in proportion to the amount of funds spent.

### **Last Dollar Supportive Services**

Funds within the Tennessee Reconnect and Tennessee Promise programs are considered “last dollars”, meaning that they are intended to fill the gap between the expenses covered under financial aid (e.g. tuition and fees). Additional costs not covered may include books, tools, and other supplies. If either the Tennessee Promise or the Reconnect grants are used, then WIOA funds would be used for supportive services.

### **Automatic Co-Enrollment**

Title I programs that target similar demographics should consist of automatic co-enrollment. (Ex.) Reemployment Services and Eligibility Assessments (RESEA) and Dislocated Worker Programs. Other programs may include: Supplemental Nutrition Assistance Program (SNAP E&T), TRADE, Temporary Assistance for Needy Families (TANF), Adult Education (AE), Youth and Dislocated Programs.

### **Non-Duplication of Services**

In order to avoid duplication or redundancy of services, all partner programs must use Jobs4TNNOS to view the entirety of services offered to an individual including dates and times when services were received.

## Funding

In order to maximize services offered to an individual enrolled in multiple programs, GMLWDA will coordinate funding for individual training accounts (ITAs) with funding from other federal, state, local, or private job training programs or sources to assist the individual in obtaining services (WIOA Section 134 ©(3)(F)(iv)). However, these programs must be identified and monitored to ensure that funds spent on each individuals' concurrent programs are allowed under their respective, specific provisions.

## Adherence to Military Selective Services Act

Selective Service Registration Requirements for Males under Age 26:

Before being enrolled in WIOA Title I services, all males who are not registered with Selective Service and have not reached their 26th birthday must register through the Selective Service website at [www.sss.gov](http://www.sss.gov). If a male turns 18 while participating in any applicable services, registration must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA Title I funded services. If a man under the age of 26 refuses to register with Selective Service, WIOA Title I funded programs must be suspended until he registers. For transgender customers, Compliance with Selective Service is predicted on the individual's gender as assigned at birth/as recorded on a birth certificate.

## EXCEPTIONS

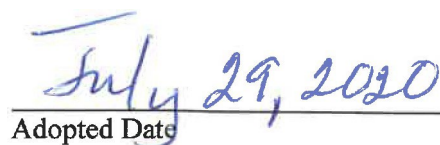
The WIOA Director of Programs, Policy and Performance, may make exceptions to the requirements herein. ITAs should comply with the applicable requirements and/or terms of any special grants issued by the Tennessee Department of Labor and Workforce Development (e.g., SNAP, RESEA).

## INQUIRIES

Please contact Amber Covington, Executive Director, [acovington@memphischamber.com](mailto:acovington@memphischamber.com), with any questions or concerns regarding this policy.



Desi Franklin  
Workforce Midsouth, Inc. Board



Adopted Date

**GMLWDB is a proud partner of the American Job Center network, is an Equal Opportunity Employer. The Career Center System is an Employer/Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 1-800-848-0299**