

SERVICE DELIVERY	Co-Enrollment of AJC Customers
Classification:	Title 1 Adult, Dislocated Workers and Youth
Date Adopted:	01/25/18
Background:	The Workforce Innovation and Opportunity Act (WIOA) emphasizes the alignment of core programs, known as partner programs, within the One-Stop Service Delivery system. Partner agencies must facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
Policy:	<p>I. How to Identify Eligible Participants: Individuals entering an American Job Center will be greeted with a “no wrong door” approach. After logging into the Jobs4TN (VOS) greeter, customers will be given an initial assessment form – mainly focused on 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 goals; furthermore, staff must work with the individual to formulate a plan to achieve this goal. The strategy for co-enrollment will focus on partner supports that will lead to long-term self-sustainability within the labor market.</p> <p>II. Co-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. Career Specialists will refer customers to other Title Services using the AJC Referral Form. The strategy for co-enrollment will focus on the individual/participant’s re-employment while maintaining sight of how the strategy will lead to long-term self-sustainability within the labor market. Co-enrollment between all Titles of WIOA should be the standard, rather than the exception, to avoid duplication of services and ensure better use of resources/funds. Case note(s) in Jobs4TN (VOS) should indicate/explain factors regarding co-enrollment. Even though training is, sometimes, appropriate, the emphasis should be on returning the participant to the workforce as rapidly as possible. Funding from such co-enrollments will be coordinated with each program to determine what funding stream will be charged for each serviced provided.</p> <p>III. Use of Technology-Enabled Intake: Initial intake for all customers will be through the Jobs4TN (VOS) greeter system for all AJC partner services, and through Jobs4TN (VOS) for case management.</p>

	<p>IV. Automatic Co-Enrollment: WIOA programs that target similar demographics should necessitate automatic co-enrollment. One such example is Re-employment Services and Eligibility Assessments (RESEA), and dislocated worker programs. Other programs that may be paired could include Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), TRADE, Temporary Assistance for Needy Families (TANF), Adult Education (AE), Dislocated Worker Programs and Youth Programs.</p> <p>V. Non-Duplication of Services: Partners must coordinate strategies, enhance services, and avoid duplication of services (WIOA Section 108[b][10]). This policy must ensure that concurrent enrollment in programs, which enhances the services provided to an individual, will avoid duplication or redundancies of services. Jobs4TN (VOS) will be used by all partner programs to view the entirety of services offered to an individual, including dates and times when services were received; consequently, ineffective program co-enrollment will be reduced through the use of this online portal.</p> <p>VI. Adherence to Military Selective Services Act: AJC Partners must ensure that each individual participating in any program or activity, or receiving any assistance or benefit, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required.</p>
<p>References:</p>	<p>20 CFR 679.560(b)(2)(ii) Tennessee Combined State Plan WIOA Section 3(12) WIOA Section 3(13)(A)-(D) WIOA Section 3(67) WIOA Section 108(b)(10) WIOA Section 108(b)(21) WIOA Section 129(c)(2) WIOA Section 134(c)(3)(F)(iv) WIOA Section 188(a)(2) WIOA Section 188(a)(5) WIOA Section 189(h) WIOA Section 232 Workforce Services Guidance – American Job Center Initial Assessment Guidance</p>