



West Tennessee Workforce Development Board

www.westtennesseecareers.org

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Craig S. Butler
Board Chair

Jimmy Bell
Director

Local Workforce Development Area 11 Policy Memorandum # 17-12

Subject:

Co-Enrollment of American Job Center Customers

Purpose:

The purpose of this memorandum is to establish the policy of LWDB-11 regarding co-enrollment of American Job Center customers.

References: WIOA Section 108(b)(21); 20 CFR 679.560(b)(2)(ii); Tennessee Combined State Plan; TDLWD Co-Enrollment of AJC Customers Policy

Background: The alignment of activities, including using co-enrollment and other strategies, funded by the entities carrying out respective core programs is emphasized in the Workforce Innovation and Opportunity Act (WIOA). Core program partners, through a Memorandum of Understanding (MOU), will facilitate development of career pathways and co-enrollment, as appropriate, in order to braid funding among the core partners.

Policy:

It shall be the policy of LWDB-11 to co-enroll individuals (when appropriate) into partner programs.

- Identification of Eligible Participants
An individual entering an American Job Center will be welcomed, and a verbal assessment will be conducted. The AJC staff will determine any barriers to employment, establish priority of service, and identify if there should be a disability requiring further resources and offer guidance regarding the most appropriate next steps.
- Initial Assessment
An initial assessment will be conducted in order to determine the individual's long-term employment goal. An Individual Employment Plan (IEP) will be developed, in partnership with the individual, in order to formulate a plan specific to the individual's needs which will lead them to employment and self-sufficiency.



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- Enrollment Process
Once a determination has been made through the initial assessment (or a more intensive assessment), the individual may be enrolled in the appropriate program if eligibility is met for the specific program. An individual may meet eligibility requirements for more than one program. The staff of the service delivery entity will make the determination regarding the appropriate enrollment and balance of services under the adult, dislocated worker, and youth programs, or through other services. Through this coordination, services of each individual program will be complemented and strengthened.
- Intake Through Technology
All American Job Centers in LWDA-11 will use jobs4tn.gov website for applications, enrollments, case management, and program funding activities.
- Co-Enrollment Benefits
Eligible individuals, ages 18 to 24 at registration, may be enrolled in both adult/dislocated worker and youth programs concurrently. This concurrent enrollment will allow an adult/dislocated worker enrollee to also receive specific services as outlined in the fourteen basic elements of the youth program. Also, WIOA programs targeting similar demographics may necessitate co-enrollment. (EXAMPLE: Reemployment Services and Eligibility Assessments (RESEA) may be co-enrolled with dislocated worker program.) Other programs where co-enrollment may benefit an individual include Supplemental Nutrition Assistance Program Employment & Training (SNAP E & T), TRADE, Temporary Assistance for Needy Families (TANF), and Adult Education (AE).
- Non-Duplication of Services
In order to prevent duplication of services, a referral process will be utilized in LWDA-11. Also, open communication within partner staff of other programs an individual may be eligible for will be maintained to determine which partner will pay for services needed. Please see attached referral.
- Funding
Coordinated funding for ITAs will be utilized in order to maximize services for an individual enrolled in more than one program. In order to ensure that funding received by an individual under a specific program, monitoring will be conducted by both board staff and service delivery staff to ensure the cost is allowed under that program.
- Adherence to Military Selective Services Act
All American Job Center staff will ensure that all individuals enrolled in any program or activity, or receiving any assistance or benefit, has registered with the Selective Service (if age requires registration) by checking the website (<https://www.sss.gov/>) prior to enrolling the individual into the program.
- Non-Discrimination
No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connect with, any such program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief. **WIOA Section 188(a)(2)**

Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. **WIOA Section 188(a)(5)**

Action:

LWDB-11 staff will ensure the One-Stop Operator and Service Delivery staff are made aware of the above-mentioned policy items and that all policies are adhered to.

Contact:

Questions regarding this policy should be addressed to Jimmy Bell, LWDB-11 Director, at SWHRA, 1527 White Avenue, P.O. Box 264, Henderson, TN 38340. Phone: (731) 983-3688. Email: jbelle@swhra.org.

Attachments:

Referral Form

Effective Date: July 1, 2017

Expiration Date: Until further notice

Approved: 
Jimmy Bell, LWDA-11 Director



Referral for Services

Originator

Location: _____
Name: _____
Email: _____
Fax: _____

Participant Name: _____ SSN: _____

Address: _____

City: _____ Zip Code: _____ Phone: _____

Program: Adult Dislocated Worker IS Youth OS Youth

Referral To:

Adult Basic Education: _____

Local/State Community College: _____

Department of Human Services: _____

Financial Aid: _____

Labor & Workforce Development: _____

Tennessee College of Applied Technology: _____

Vocational Rehabilitation: _____

Other (Specify): _____

This individual has been referred to your agency for the provision of available services. Please complete the lower portion of this form and return to the referring Career Center Staff at the address listed above.

Entity Originator: _____ Date: _____

Response: _____

Signature: _____ Date: _____