

# **SOUTHWEST LOCAL WORKFORCE DEVELOPMENT BOARD**

**1527 White Avenue  
Henderson, TN 38340  
(731) 989-5111**

**Effective Date: June 19, 2018**

**Duration: June 30, 2020**

**Workforce Services Policy Co-Enrollment Southwest LWDB - WIOA (17-12)**

**Subject:**

Co-Enrollment of American Job Center Customers

**Purpose:**

The purpose of this memorandum is to establish the policy of SOUTHWEST LWDB 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 SOUTHWEST LWDB 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.

- 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 SOUTHWEST LWDA 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 SOUTHWEST LWDA. 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.
- Automatic Co-Enrollment  
WIOA programs that target similar demographics should necessitate automatic co-enrollment. One such example is Reemployment 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.
- 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:**

SOUTHWEST LWDB staff will ensure the One-Stop Operator and Service Delivery staff is 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, SOUTHWEST LWDB Director, at SWHRA, 1527 White Avenue, P.O. Box 264, Henderson, TN 38340. Phone: (731) 983-3688. Email: [jbelle@swhra.org](mailto:jbelle@swhra.org).

**Attachments:**

Referral Form



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Craig S. Butler, Board Chairman



## Referral for Services

Participant Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Referral From:** \_\_\_\_\_  
(Agency Name)

\_\_\_\_\_  
(Agency Address) (City) (State) (Zip)

\_\_\_\_\_  
(Referring Contact Name) (Phone #) (Email)

**Referral To:**

Adult Basic Education: \_\_\_\_\_

Local/State Community College: \_\_\_\_\_

SNAP E & T: \_\_\_\_\_

Financial Aid: \_\_\_\_\_

Labor & Workforce Development: \_\_\_\_\_

Tennessee College of Applied Technology: \_\_\_\_\_

Vocational Rehabilitation: \_\_\_\_\_

SCSEP: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

*This above-mentioned 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 American Job Center Staff listed above.*

Response: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_