

**Western Arkansas Workforce Development Area  
Policies and Procedures**

<b>TITLE</b>	Co-enrollment and Co-funding
<b>NUMBER</b>	P#0007-18
<b>TYPE</b>	Policy – Operations
<b>APPROVING AUTHORITY</b>	Western Arkansas Workforce Development Board
<b>EFFECTIVE DATE</b>	6-26-18
<b>MODIFIED DATE(S)</b>	None
<b>NEW/REPLACED</b>	Replace

The purpose of this policy is to describe the requirements and regulations concerning co-enrollment and/or co-funding of WIOA Title I-B participants with various WIOA Title I-B programs, with other WIOA programs, with Arkansas Job Center partners, and with other appropriate entities, in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), and policies of the Arkansas Workforce Development Board (AWDB).

Under WIOA I-B, participants may be eligible for youth, adult, and/or dislocated worker services. The participant may also be eligible for the services of other one-stop partners, as well as services for non-one-stop partners. WIOA I-B case managers must be informed about the services of all WIOA funding streams (including other titles and subtitles). Case managers must coordinate with other agencies as appropriate to provide the full array of services documented as needed by the participant. [WIOA § 134(b) (2) (A) (v); 20 CFR 680.230]. Co-enrollment (or dual-enrollment) and/or co-funding with other entities is encouraged to give participants the best array of services [TEGL 19-16].

**CO-ENROLLMENT WITHIN WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS:**

The local workforce board has adopted the state policy as follows:

Individuals who meet the respective program and service eligibility requirements may participate in Adult, Dislocated Worker and/or Youth programs concurrently. Local programs operators may determine the appropriate level and balance of services under the Youth and Adult/Dislocated Worker programs. This determination depends not only on the eligibility requirements of each program, but also on the service needs of the participant. [TEGL 19-16]. Services available under each funding stream will depend on eligibility for services under that funding stream. Local program operators may determine the appropriate level and balance of services for everyone under each program. Local program operators must identify and track the funding streams which pay the costs of services and ensure no duplication of services [20 CFR 681.430]. On the other hand, if it is determined that only the Youth or the Adult program array of services is appropriate for an individual aged 18 – 24, then the local program provider may enroll that participant in only that service [20 CFR 681.450].

**CO-ENROLLMENT AND CO-FUNDING WITH WIOA TITLE-I AND OTHER PROGRAMS:**

The local workforce board has adopted the state policy as follows:

WIOA Title I-B program providers are encouraged to work with other Workforce Center partners and other entities to provide a full array of needed services to participants. Not only does this strategy provide more services, it provides more case management to the participant, thus providing greater probably for success. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training or require assistance beyond that available under grant assistance from other sources to pay the costs of such training. WIOA Title I-B Service Providers must not only ensure that participants apply for Pell Grants and

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other appropriate grants, but they must also coordinate funding with other one-stop partners and other entities for which the participant is eligible [20 CFR 680.230]. To appropriately coordinate funding and co-enrollment, case managers need to have a good working relationship and understanding of other one-stop partners and other local and state entities providing services needed by their participants, so they can leverage the funding of other sources to provide all services needed by WIOA Title I-B participants [A.C.A. 15-4-3711(a)(10)(D)]. Some of these potential entities are:

- I. Career Pathways Initiative for custodial parents attending Arkansas two-year colleges;
- II. Single Parent Scholarship Funds for each county ([www.aspsf.org/scholarships](http://www.aspsf.org/scholarships));
- III. Arkansas Rehabilitation Services and Division of Services for the Blind;
- IV. TEA / Work Pays (TANF);
- V. TAA;
- VI. Veterans' Services;
- VII. State and institutional scholarships;
- VIII. Department of Human Services;
- IX. Food Stamp Employment and Training Programs;
- X. Arkansas Human Development Corporation (National Farmworker Jobs Program);
- XI. American Indian Center of Arkansas;
- XII. Local housing authority;
- XIII. Local homeless shelter(s);
- XIV. Local food banks and distribution centers;
- XV. Local provider of assistance with utilities;
- XVI. Local provider of older worker services (Title V of the Older Americans Act of 1965, 42 U.S.C. § 3056 et seq.);
- XVII. Community Service Block Grants;
- XVIII. Programs funded by the Second Chance Act.

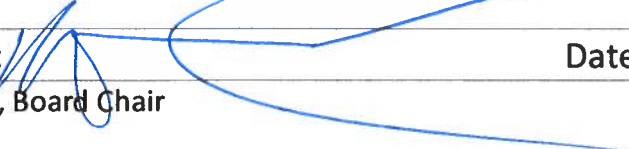
WIOA Title I-B Adult, Dislocated Worker, and Youth participants should be referred to and co-enrolled (or co-funded) with these services and other available services as appropriate. Local areas should have policies and procedures in place to ensure that other funds are leveraged [A.C.A. 15-4-3711(a)(10)(D), 20 CFR 680.230(b)].

WIOA Title I-B Adult and Dislocated Worker funds may support adult education and literacy activities of the Arkansas Department of Career Education Adult Education Division, the Arkansas Literacy Council, and other programs providing adult education and literacy activities if the participant is also engaged in one of the following [20 CFR 680.350]:

- I. Occupational skills training, including training for nontraditional employment;
- II. On-the-job training (OJT);
- III. Incumbent worker training, as described in ADWS Policy No. WIOA I-B – 3.6 (Incumbent Worker Training);
- IV. Programs that combined workplace training and related instruction, which may include cooperative education programs;
- V. Training programs operated by the private sector;
- VI. Skill upgrading and retraining;
- VII. Entrepreneurial training.

Local partners will ensure that services are not duplicated for individuals enrolled in multiple programs through documented communications in the client case files at the time of co-enrollment and as defined in the WAWDB partner MOU.

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Approval Signature:   
Miles Crawford, Board Chair

Date: 6/26/18