



NEMO WORKFORCE DEVELOPMENT BOARD

Co-Enrollment Policy

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Any authorized user, including appropriately trained Missouri Job Center staff, may post Basic Career Services in the statewide electronic case-management system under the Wagner-Peyser (W-P) application. This does not contradict, and is not excluded by, the regulatory requirement that State merit staff must deliver W-P funded services.

Career Services for both WIOA Title I Adult and Dislocated Worker customers, and for Title III W-P customers, are to be promptly provided by all appropriate staff, regardless of their employer of record or funding source. They may be recorded by any user, authorized to enter into the statewide electronic case-management system case data.

Any Missouri Job Center staff may provide self-service or informational services to individuals regardless of WIOA enrollment status. Any Career Service provided by WIOA-funded staff that is not defined as self-service or informational, requires enrollment in the WIOA program for which the participant is determined eligible.

All customers of WIOA Partners must be presented with the availability of services for which they are eligible—or potentially eligible. Customers must be actively engaged and assisted in co-enrolling in services they choose.

Effective from this Issuance's date, these co-enrollment rules are mandatory:

- All job seekers receiving staff-assisted services in a Missouri Job Center (including Youth) must be enrolled in the W-P program.
- Any Missouri Job Center staff can complete the W-P enrollment in the statewide electronic case-management system.
 - Any participant enrolled in WP by State Staff that is interested in Individualized Services will be referred to a WIOA Staff for enrollment in WIOA and/or other available grants/programs. Local issuances and requirements will be followed in respect to the Eligibility, Employment Plan, Assessment, Case Notes, Training Expenditures and Supportive Services.

- All TAA participants must be co-enrolled in the WIOA Dislocated Worker program.
 - Any participant enrolled in TAA, will be referred to WIOA Staff for enrollment into Dislocated Worker. Local issuances and requirements will be followed in respect to the Eligibility, Employment Plan, Assessment, Case Notes, Training Expenditures and Supportive Services. WIOA staff should make every effort to complete the DW enrollment on the same day as the TAA enrollment is completed.
 - All National Dislocated Worker Grant participants must be co-enrolled in the WIOA Dislocated Worker program if they meet the eligibility requirements. Local issuances and requirements will be followed in respect to the Eligibility, Employment Plan, Assessment, Case Notes, Training Expenditures and Supportive Services. WIOA staff should make every effort to complete the DW enrollment on the same day as the National Dislocated Worker Grant enrollment is completed.
- Co-enrollment with WIOA for other programs such as, but not limited to, SkillUp, FNS, and Jobs League will be completed if WIOA staff deem necessary or needed to offer a full range of services to the customer. Since WIOA is the last resort funding, NEMO WDB will exhaust the funding in the outside grants before enrolling/or spending in WIOA.
- Both W-P and WIOA funds are to be used to provide Career Services.
- Staff funded by WIOA, including W-P staff, are to provide Basic and Individualized Career Services.