

Purpose

This policy provides guidance to MPP Program and WIOA staff related to co-enrolling individuals into multiple Workforce Innovation and Opportunity Act (WIOA) programs, i.e., Adult, Dislocated Worker, and Youth Programs.

Background

WIOA creates an opportunity for the Adult program to work closely with the Youth program to ensure young adults receive the services they need to succeed in education and the workforce. Individuals aged 18-24 may be eligible for both the WIOA Youth and Adult programs and can be co-enrolled in the two programs. WIOA Adult and Dislocated Worker programs are encouraged to coordinate closely with the WIOA Youth program to maximize flexibility and service delivery to eligible populations. This will allow for the leveraging of a variety of resources. Examples of where enhanced coordination could take place are as follows:

- Referring 18-24-year-old individuals to the Title I Youth program if they need more intensive support around specific program elements described under WIOA sec.129 (c)(2).
- Utilizing WIOA Adult formula program funded ITAs as part of a career pathway strategy for Youth program participants co-enrolled as adults or dislocated workers;
- Utilizing work-based training opportunities for Youth program participants co-enrolled as adults or dislocated workers, as identified in their Individual Service Strategy (ISS) as part of a career pathway; and
- Career pathway planning.

Note: This is not an exhaustive list of ways to coordinate activities and service delivery, but is meant to illustrate some of WIOA's flexibilities and services to improve educational and employment opportunities for participants.

Local program operators may determine, for these individuals, the appropriate level of services under the Youth and Adult programs. Such determinations regarding the appropriate program for the participant must be based on the service needs of the participant and if the participant is career-ready.

Policy

The HSD Employment & Training Coordinator, Youth (ETPC) will assess the appropriateness of co-enrollment for individuals ages 18-24 and coordinate closely with staff from both programs as applicable. Individuals deemed appropriate for WIOA co-enrollment **must** meet the eligibility criteria for each program.

WIOA Co-Enrollment Determination Criteria

WIOA co-enrollment determination depends not only on the eligibility requirements of each program, but also on the service needs of the individual and if the individual is career ready. Determination should be based on assessment of occupational skills, prior work experience, literacy, and needs (including supportive service needs).

Young adults ages 18-24 may be ready for WIOA adult services based on occupational skills gained through education or training, prior work experiences, and their needs. Others may need specific WIOA youth-related services based on characteristics such as low maturity; lack of employability skills; literacy challenges; other barriers (e.g., drug and alcohol abuse, homelessness, foster care status, literacy challenges, pregnancy, etc.); or in-school status between the ages of 22-24 at enrollment.

Young adults ages 18-24 may be appropriate for co-enrollment into the Adult and Youth Programs if, in addition to meeting all individual program eligibility requirements, they meet **both** of the following criteria:

- In need of intensive support covered by one or more of the 14 Youth Program elements, and
- In need of training and/or other services related to their career pathway offered through the Adult Program by ETPL eligible training providers

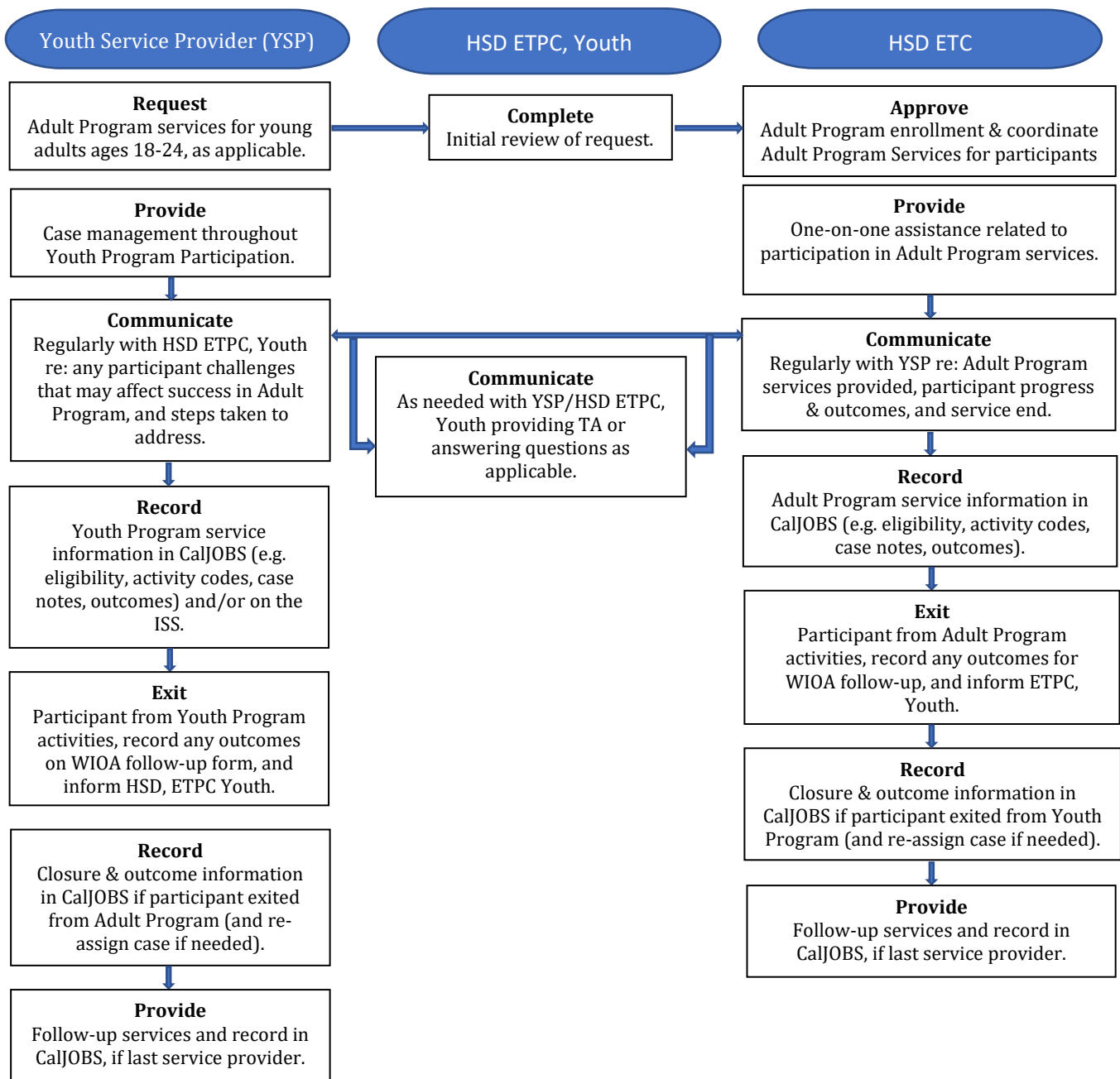
Adult Program Services Request Process (*also see Roles and Responsibilities in the next section*)

1. A Youth Service Provider requests co-enrollment/enrollment by submitting HSD 1692-WIOA Adult Services Request Form to the HSD ETPC, Youth.
2. The HSD ETPC, Youth completes a preliminary review of HSD 1692, requesting additional information if needed, and submits to an HSD Employment & Training Coordinator (ETPC) who assigns to an Employment and Training Counselor (ETC).
 - a. Preliminary review includes, but is not limited to the following:
 - i. Career assessment
 - ii. Assessment of prior work experience
 - iii. Employability
 - iv. Supportive Services needs
 1. Can include as described in Program element 7 under Youth, but are not limited to the following:
 - a. Linkages to community services
 - b. Assistance with transportation
 - c. Assistance with child care and dependent care
 - d. Assistance with housing
 - e. Assistance with Educational testing
 - f. Reasonable accommodations for youth with disabilities
 - g. Legal aid services
 - h. Referrals to health care
 - i. Assistance with uniforms or other appropriate work attire and work-related tools (e.g. eyeglasses & protective eye gear)
 - j. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
 - k. Payments and fees for employment and training-related applications, tests, and certifications.
 - v. Interests and aptitudes
 1. Youth with disabilities may also need information on benefits planning, work place supports (e.g. assistive technology), and accommodations
3. The HSD ETC makes an enrollment determination, requesting additional information if needed, and notifies the participant and HSD, ETPC, Youth who notifies the Service Provider.
4. The HSD ETC ensures all proper Adult Program eligibility documentation is accounted for and recorded in CalJOBS.
 - a. The ETPC, Adult & Dislocated will review eligibility and notify HSD ETC.

Important Note: Co-enrollment may take place without a full re-determination of eligibility if each of the programs' basic eligibility requirements are met.

Roles & Responsibilities

Note: Roles may change due to individual circumstances and/or programmatic changes.



Required Forms

- HSD 1692-WIOA Adult Services Request Form
 - Must be submitted to the ETPC, Youth for review
- WIOA Youth Follow Up Form
 - Follow-up is required in the four quarters after exit
 - The form is only needed for the Youth Service Provider
 - Follow-up services as follows can be offered:
 - Supportive Services
 - Adult mentoring
 - Financial literacy education
 - Services that provide labor market and employment information
 - Activities that help with preparation for post-secondary transitions

Supportive Services

WIOA is a funding resource of last resort; therefore, participants are not automatically entitled to supportive services. Youth Service Providers must submit documentation supporting the following:

- The service/supply is essential for participating in training or securing employment;
AND
- The client can't afford the service or supply; AND
- There are no other financial resources available that can pay for the service or supply.

References:

TEGL 10-16, Change 2
TEGL 19-16
TEGL 21-16,
20 CFR § 681.430
20 CFR § 681.570
20 CFR § 681.580