

Attachment 24:  
Co-Enrollment Policy



## EASTERN JACKSON COUNTY WORKFORCE DEVELOPMENT BOARD



Serving Eastern Jackson County Mo. including:  
Independence, Blue Springs, Lee's Summit, Grandview, Raytown,  
Sugar Creek, Buckner, Grain Valley, Oak Grove, Lone Jack, and other municipalities.

The Full Employment Council, Inc. (FEC) is the fiscal  
agent and workforce support organization for the  
Eastern Jackson County Workforce Development Board.

### Workforce Innovation and Opportunity Act (WIOA) Policy

#### INTEGRATION OF SERVICES THROUGH CO-ENROLLMENT POLICY

POLICY NUMBER: 2018-011, **Modification 1**

EFFECTIVE DATE: 02-20-2018

MODIFICATION DATE: 01-21-2020

#### APPROVED BY

Clyde McQueen, President/CEO  
Full Employment Council, Inc.,  
Managing Entity/Fiscal Agent  
East Jackson County Workforce Development Board

#### INQUIRIES

Questions about this issuance should be addressed by email to Latrina Collins, Director of Planning, at [lcollins@feckc.org](mailto:lcollins@feckc.org), who shall disseminate the agency response after consulting with Full Employment Council Officers.

#### PURPOSE

The purpose of this Issuance is to describe how the Kansas City and Vicinity Workforce Development Board will provide the integration of services through co-enrollment processes.

#### BACKGROUND

Under the Workforce Innovation and Opportunity Act (WIOA) and Missouri Department of Workforce Development regulations, certain co-enrollments are required for Job Center customers. Co-enrollment maximizes the resources available to customers, is cost effective and enables customers to be active participants in the decision-making process. This Issuance is based upon Division of Workforce Development Issuance No. 03-2019, Co-Enrollment and Provision of Services by Workforce Staff Policy and the associated Frequently Asked Questions (FAQ) associated with this Issuance, last revised on December 19, 2019.

**INTEGRATION OF SERVICES THROUGH CO-ENROLLMENT POLICY**

**Policy Number 2018-011, Modification 2**

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## **POLICY**

This Issuance follows OWD Issuance No. 03-2019, Co-Enrollment and Provision of Services by Workforce Staff Policy and the associated Frequently Asked Questions (FAQ) associated with this Issuance, or other current guidance on the topic located at [jobs.mo.gov/dwdissuances](http://jobs.mo.gov/dwdissuances).

### **I. MANDATORY CO-ENROLLMENTS**

The following co-enrollment requirements will be followed:

(a.) All customers of the Job Center, including Youth, must be enrolled into the Wagner-Peyser program.

(b.) All Trade Adjustment Assistance participants shall be enrolled as Dislocated Workers. Targeted occupations shall be in the sectors of Information Technology, Warehouse, Logistics and transportation, Healthcare, Business and Financial Services and Advanced Manufacturing. **These dual enrollment participant files shall be maintained in the MIS department at 1740 Paseo Boulevard.**

(c.) Both WIOA and Wagner-Peyser funds are to be used to provide Career Services. Staff funded by these programs are to provide Basic and Individualized Career Services.

Other co-enrollment in complimentary programs, such as discretionary grant programs, may be appropriate to ensure customers receive streamlined services.

### **II. COMBINED STAFF ACTIVITIES WITH CUSTOMERS**

Any Job Center staff may provide self-service or informational services (such as workshops) to individuals regardless of WIOA program enrollment status. All staff can provide immediate assistance each time the customer comes into the Job Center, including reviewing a customer's online file in the state's case management system, determining their status, and directing the customer to the appropriate staff person. **These services do not trigger program participation, and do not require the collection of eligibility documentation:**

- Eligibility determination;
- Outreach, Intake, Orientation;
- Job Search assistance (Self-directed);
- Providing information on in-demand sectors, occupations, or nontraditional employment;
- Provision of referrals and associated coordination of activities with other programs and services;
- Provision of workforce and labor market employment statistics information;
- Provision of information on job vacancies;
- Provision of information on job skills necessary to fill vacancies;
- Provision of information on local demand occupations, with earnings, skill requirements, and opportunities for advancement for those jobs;
- Provision of performance and program cost information for providers of education and training;
- Provision of information on local performance;
- Provision of information on availability of supportive services or assistance; and
- Referral to supportive services.

**Any Career Service not defined as self-service or informational provided by WIOA funded staff will require enrollment into the WIOA program for which the participant is determined eligible.** The WIOA Adult program (for staff assisted Career Services Only) does not require demonstration of

low-income status. Staff is required to upload documentation into the statewide electronic case management system.

These services include:

- 101 Orientation
- 103 Provision of Info on training providers, Performance Outcomes
- 107 Provision Of Labor Market Research
- 110 ETT Meeting Service
- 114 ONET
- 115 Resume Preparation Assistance
- 118 Outreach and Intake
- 123 Job Development Contacts (working with Employer and Job Seeker)
- 124 Received Bonding Assistance
- 130 Proficiency Testing
- 132 RJS Assessment
- 133 RJS Job Search Review
- 134 RJS LMI Career Information
- 135 RJS Orientation
- 140 Referred to Other Services
- 144 Testing - Assessment
- 145 Unemployment Compensation Assistance
- 146 Workkeys Assessment
- 148 Workshop-Career & Skills Assessment
- 149 Workshop-Career Advancement and Enhancement
- 150 Workshop Educational and Personal Skills Upgrade
- 151 Workshop-Job Search
- 153 CR101 Remediation
- 154 Career Guidance
- 158 Financial Aid Information
- 159 Job Search Activity
- 162 RESEA-Labor Market Information
- 163 RESEA-Orientation
- 164 RESEA-Eligibility Review and Work Search Plan Development
- 165 RESEA-Individual Employment Plan
- 166 RESEA-Job Search Assistance
- 167 RESEA-Referral to Reemployment Services
- 168 RESEA-Work Search Verification
- 180 Support Service - Child/Dependent Care
- 181 Support Service - Transportation Assistance
- 182 Support Service - Medical
- 184 Support Service - Temporary Shelter
- 185 Support Service - Other

### **III. STAFF TRAINING**

All Job Center staff meet at least once monthly to ensure the integration of services and to increase the number of clients dually enrolled in WIOA and Wagner-Peyser activities.