

**Workforce Development Council of Seattle-King County**  
**Technical Assistance #02**

Subject: Co-enrollment, Re-enrollment & Transfer of Workforce Development (WDC) Council Funded Customers

Date: April 19, 2004; rev. March 3, 2010; rev. December 9, 2011

**Co-enrollment**

Co-enrollment between WIA funding sources

Co-enrollment for individual customers between WDC Workforce Investment Act (WIA) funding sources may be allowable at the discretion of the WDC. The request must be made in writing and clearly outlines the benefit to the customer, agreed upon services by each agency, timeline for those services and the ability for collaboration between programs. All requests must be submitted prior to co-enrollment. Services delivered by each provider must be distinct and due diligence is required to ensure expenses are not duplicative.

Co-enrollment between WIA and non-WIA funding sources

Co-enrollment for individual customers between WIA and other funded (DVR, HIP, etc.) programs do not require WDC approval. However, customer case notes and assessments should document the clear benefits of co-enrollment into multi-funding sources. Services delivered by each provider must be distinct and due diligence is required to ensure expenses are not duplicative. Co-enrollment activities utilizing ITA training dollars must not undermine, but maximize, customer choice in the selection of a training course toward an in-demand occupation and with an eligible training provider.

Co-enrollment by contract

Agencies who wish to enter into contract, whether formally or informally, with WDC grant recipients for WIA resources and/or WIA ITA training dollars for purposes of co-enrolling customers must seek approval from the WDC prior to entering such an arrangement.

Presumption of WIA as leverage, match, or in-kind support

No organization receiving WIA funding may commit WIA funded staffing, services and resources as leverage, partnership, and/or match to another organization or system, or as part of a grant application, without the pre-approval of the WDC Chief Executive Officer or his/her designee. Other community stakeholders may likewise not presume the ability to utilize WIA funding, including training slots, in their own systems or grant applications without pre-approval from the WDC Chief Executive Officer or his/her designee. Depending on the scale of the request, authorization for

leverage, match, or in-kind support may also require WDC board approval.

## **Re-enrollment**

In general, with limited Workforce Investment Act (WIA) funds and the high demand for services, the WDC tries to support access to these funds to as many customers as feasible and to customers who have not previously had the opportunity or benefit of these services.

Former customers may be enrolled by the same or different providers as long as it can be demonstrated that additional services are needed and that the customer would benefit from such services. A written exception request must be submitted to the WDC for approval prior to re-enrollment by the agency seeking to re-enroll the customer. The request must include:

- the customer's need to re-enroll in a WIA funded program; explanations may include: skills being outdated, or past barriers to completing the original program no longer exist
- the additional services to be provided and the expected benefit
- information regarding any past and projected ITA or support services expenditures
- confirmation that the original WIA provider has been contacted and agreement for the agency seeking the exception request to re-enroll the customer

The customer's services plan in SKIES will be reviewed to ensure that any new services build upon previous services provided.

Service providers may not provide training services to a customer if that customer has already successfully completed such training service.

Determinations will be made on a case-by-case basis at the discretion of the WIA Manager and WDC.

### Re-enrollment considerations for WIA provider

- WIA outcome?
  - For example - employment/positive exit: what occupation did the customer have then & what is the goal now, is previous occupation now in decline, is there a need for skills upgrade?
  - For example - negative exit: was the customer unable to be located or not responsive to correspondence from case managers with information in the file or SKIES clearly documenting this? If so, how successful will the customer be under WIA program?
- Past training and/or support services expenditures
- Do you support the customer's re-enrollment in WIA services, specifically in your program?

### Re-enrollment considerations for discussion with the customer

- Guide prospective applicants through the process (if they are re-enrolled with another agency) vs. a referral to the newly enrolling agency.

- Explain that an exception request does not guarantee enrollment in WIA adult or DW program.
- If the customer is not re-enrolled, discuss other funding options for training: FAFSA/financial aid, other CTC funding e.g. worker retraining, opportunity grant, BFET, etc. and or community resources.

### **Transfers**

Transfers between WIA service providers or by a WIA service provider between funding sources may be permissible at the discretion of the WDC. Types of transfers may include: youth to adult, dislocated worker to National Emergency Grant and adult to dislocated worker.