

St. Charles County Region

Co-Enrollment Policy

OWD Issuance 08-2021 explains that all Labor Exchange services authorized by W-P are also classified as WIOA Basic or Individualized Career Services and, therefore, must be delivered by all Missouri Job Center staff regardless of employer of record or funding stream. The exception to this rule are TAA programs and the Jobs for Veterans State Grant (JVSG) which are restricted to State merit staff.

In order to uphold a central principle of WIOA – that of maximizing informed customer choice – the St. Charles Region will ensure the rules of co-enrollment explained in this Issuance are followed:

- All job seekers receiving staff-assisted services in a Missouri Job Center (including Youth) must be enrolled in the W-P program. All Missouri Job Center staff with access to the statewide electronic case management system are allowed, and encouraged, to complete this enrollment. WIOA-funded staff must complete a WIOA Basic Career enrollment immediately after completing a WP application and OWD staff are encouraged to do so.
- All TAA participants will be co-enrolled in the WIOA Dislocated Worker program if Local Policy allows. Co-enrollment allows for case management services to be available, including referrals to supportive services and follow-up services.
- All National Dislocated Worker Grant participants must be co-enrolled in the WIOA Dislocated Worker program if they meet the eligibility requirements.
- Both W-P and WIOA funds are to be used to provide career services.
- St. Charles Region's Local Policy will be followed for Priority of Service.
- Any customer receiving career services provided by WIOA-funded staff that are not defined as self-service or informational, will require enrollment into the appropriate WIOA program.

The 13 Basic Career Services that are defined as self-service or informational and do not trigger program participation, therefore do not require 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 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;

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- Provision of information on availability of supportive services or assistance; and
- Referral to supportive services.

Note: Posting a countable service after only providing one of the non-countable tasks described above, will not be tolerated.

For the WIOA Adult program (staff-assisted Career Services only), participants do not have to demonstrate low-income status, **however an attestation of their income must be obtained**. The general eligibility requirements, as outlined in DWD's Adult and Dislocated Worker programs eligibility and documentation technical assistance guidance, are the only required documentation.