



## NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

### CO-ENROLLMENT POLICY AND PROCEDURES

#### POLICY 2-07-01 (1)

##### PURPOSE:

To inform all one-stop career center staff of the procedures for co-enrolling eligible customers in the Workforce Innovation and Opportunity Act (WIOA) Title I program. The Virtual One Stop case management module records and provides a comprehensive view of offered services and eliminates duplication.

##### POLICY:

The definition of co-enrollment as outlined by the North Dakota Workforce Development Council is:

The North Dakota Unified State Plan states that North Dakota will co-enroll one-stop customers in partner programs. Co-enrollment policy and process is as follows:

##### Co-Enrollment of Trade Act Eligible Participants

Eligibility will be determined during the certification process by the Trade Act representatives. TAA participants will be co-enrolled in the WIOA Title I Dislocated Worker program at the time of training enrollment.

##### Co-Enrollment of JOBS Participants

TANF E & T participants may be co-enrolled in Wagner-Peyser based on the need for career services. WIOA Adult program co-enrollment will be determined based on individual assessment and need.

##### Co-Enrollment of BEST Participants

SNAP E & T participants may be automatically co-enrolled in Wagner-Peyser. WIOA Adult program co-enrollment will be determined based on individual assessment and need.

##### Co-Enrollment of PRIDE Participants (TANF funded)

PRIDE participants may be automatically co-enrolled in Wagner-Peyser. WIOA Adult program co-enrollment will be determined based on individual assessment and need.

##### Co-Enrollment of UI Claimants

UI claimants, who are required to have a work search, will be automatically co-enrolled in Wagner-Peyser. WIOA Dislocated Worker program co-enrollment will be determined based on individual assessment and need.

##### Reemployment Services Program participants

RSP participant co-enrolled in WIOA Title I programs may be determined at the time of the assessment/orientation.

Co-Enrollment of Adult Education Participants

Adult Education participants may be co-enrolled in Wagner-Peyser and WIOA Title I based on referral information and collaborative plan between program case management staff and instructors, individual assessment and need.

Co-Enrollment of Vocational Rehabilitation Participants

Vocational Rehabilitation participants may be co-enrolled in Wagner-Peyser and WIOA Title I based on referral information and collaborative plan between program case management staff and counselors, individual assessment and need.

Co-enrollment within WIOA Title I (Adult, Dislocated Worker and Youth) Programs

Participants may be co-enrolled within all WIOA Title I programs based on fund eligibility and on individual assessment and need.

**REFERENCE:**

- (0) September 28, 2018
- (1) October 28, 2021

**REVIEW:** October 28, 2024