



LOS ANGELES COUNTY

WIA Adult, Dislocated Worker and Youth Programs

DIRECTIVE



Number: WIA-RS-14-02

Subject: Co-Enrollment Procedures in the New CalJOBSSM System

Date: 04-21-2014

Effective Date: May 05, 2014

Page 1 of 5

TO: ALL Workforce Investment Act (WIA) ADULT, DISLOCATED WORKER AND YOUTH CONTRACTORS

PURPOSE

The purpose of this directive is to provide the proper procedures for the co-enrollment of WIA participants in the New CalJOBSSM system.

REFERENCE

- *EDD Workforce Services Information Notice, WSIN13-31*
- *EDD Information Bulletin, WIAB03-7*

BACKGROUND

On July 29, 2003, the State of California Employment Development Department (EDD) issued *EDD Information Bulletin, WIAB03-7* which authorized co-enrollment of WIA participants into more than one funding stream to effectively meet the needs of the participants, leverage resources, and provide the best service possible.

Subsequent to the issuance of *WIAB03-7*, EDD has provided further guidance on co-enrollment reporting procedures in light of the implementation of the New CalJOBSSM system via *WSIN13-31*.

The New CalJOBSSM system provides the new benefit of allowing all staff, across all local areas and Workforce programs (WIA, Wagner-Peyser and Trade Adjustment Assistance (TAA)), to view and coordinate the services provided to any given client. Therefore, duplication of services can be easily avoided and the opportunity to provide the widest array of service choices to clients has been expanded.

Although EDD allows co-enrollments, and the New CalJOBSSM system makes co-enrolling an easier task to accomplish, the need and benefit for co-enrollment must be established and documented in the client's physical case file by the agency prior to proceeding with co-enrollment in the system. In all co-enrollment situations communication and coordination are paramount.

To ensure that our WIA participants are tracked accurately when co-enrolled, it is crucial to follow the correct co-enrollment procedure detailed below. In doing so, we ensure that 1) there is clear understanding and coordination among the affected agencies, or between different grants in the same agency, 2) there is no duplication of services, 3) the costs for services are reflected against the correct agency, and 4) performance outcomes are credited appropriately.

PROCEDURES

The following table should be used as a guide for co-enrolling WIA participants within the new system. There are four different co-enrollment circumstances from which to choose, depending on the participant's prior enrollment status. These four circumstances correspond to the four rows in the table below.

Row 1: Participant is not registered in the New CalJOBSSM system, and enrollment in WIA is necessary.

Row 2: Participant is already enrolled with the agency, or another LA County LWIA agency, and the participant needs to be co-enrolled into a different WIA funding stream.

Row 3: Participant is already enrolled with an LA County LWIA agency and needs to be co-enrolled with a different LA County LWIA agency. This procedure applies whether the co-enrollment is into the same or a different funding stream.

Row 4: Participant is enrolled with another LWIA/WIB (e.g., LA City, Ventura, etc.), and the participant needs to be co-enrolled with an LA County LWIA agency. Note that this procedure will apply whether the co-enrollment is within the same or a different funding stream.

	Enrollment Status	Procedures to Assist Participant	Common Measures Performance Credit
1	Participant is not Registered in CalJOBS SM	<p>Assist the participant to self-register and ensure that they have a logon and password to access the system.</p> <p>Collect any and all missing information and documentation required to create the WIA Application to determine eligibility.</p> <p>Enroll into appropriate program via the Participation Record and begin providing services once WIA eligibility has been established.</p> <p><i>Note: see below for instructions on eligibility documentation, duplication of services, exiting, follow-ups, and performance reporting impact.</i></p>	Where a WIA client is co-enrolled in Wagner-Peyser or TAA, performance credit will go to all workforce programs, provided performance measure criteria are met.
2	Participant is already registered in CalJOBS SM and a WIA Application and Participation Record exists with activities under a different WIA funding stream (WIA Formula and/or WIA Local Grant) within same LWIA/WIB (e.g., LA County LWIA agencies).	<p>There is no need to create a new WIA Application. Open the existing Participation Record and create a new activity, selecting the new Customer Program Group (i.e. funding stream) from the Create Activity choice list. If the new Customer Program Group is not displayed in the Create Activity choice list and the participant meets the requisite eligibility for the particular Customer Program Group:</p> <ul style="list-style-type: none"> • Select the WIA Application • Select the Grants Tab • Review Grants – if Grant is not listed, select Edit Grant Information • Add Grant(s) and select finish <p>Once the appropriate grant has been added to the Create Activity choice list, select the appropriate Customer Program Group and create the activity under the new grant/funding stream.</p> <p><i>Note: see below for instructions on eligibility documentation, duplication of services, exiting, follow-ups, and performance reporting impact.</i></p>	Where a WIA client is co-enrolled in Wagner-Peyser or TAA, performance credit will go to all workforce programs. In addition, performance credit under each WIA grant will occur, provided performance Measure criteria are met.
3	Participant is already registered in CalJOBS SM and a WIA Application and Participation Record exists under another agency within the	<p>There is no need to create a new WIA Application or a new Participation Record. Under the existing WIA Application and Participation, simply create/add a new activity, indicating your agency/office as the activity provider.</p> <p>If also co-enrolling into a new Customer Program Group and that Customer Program Group is not displayed in the</p>	Where a WIA Participant is co-enrolled in Wagner-Peyser or TAA, performance credit will go to all workforce programs. However, WIA performance credit will go to the

	Enrollment Status	Procedures to Assist Participant	Common Measures Performance Credit
	same LWIA/WIB (e.g., LA County LWIA agencies) under either the same or different funding stream.	<p>Create Activity choice list and the participant meets the requisite eligibility for the particular Customer Program Group:</p> <ul style="list-style-type: none"> • Select the WIA Application • Select the Grants Tab • Review Grants – if Grant is not listed, select Edit Grant Information • Add Grant(s) and select finish <p>Once the appropriate grant has been added to the Create Activity choice list, select the appropriate Customer Program Group and create the activity under the new grant/funding stream.</p> <p><i>Note: see below for instructions on eligibility documentation, duplication of services, exiting, follow-ups, and performance reporting impact.</i></p>	agency that first provided WIA services, when reporting to EDD and DOL.
4	Participant is already registered in CalJOBS sm and a WIA Application exists under another LWIA/WIB (e.g., LA City, South Bay WIB, SELACO, Foothill, Verdugo or any other area).	<p>Collect any and all missing information and documentation required to create a <u>second WIA Application</u> to determine eligibility.</p> <p>Enroll into appropriate program via the Participation Record and begin providing services.</p> <p><i>Note: see below for instructions on eligibility documentation, duplication of services, exiting, follow-ups, and the impact of co-enrollment on reporting and other workforce programs.</i></p>	Where a WIA participant is co-enrolled in Wagner-Peyser or TAA, performance credit will go to all Workforce programs. However, WIA performance credit will go to the LWIA/WIB that first provided WIA services.

ELIGIBILITY DOCUMENTATION AND DUPLICATION OF SERVICES

Eligibility documentation must be maintained on file by all agencies that proceed with an enrollment. Failure to do so will result in disallowed costs if WIA eligibility is not substantiated prior to providing a service. Also, take care to ensure that no open services/activities are duplicated between agencies and/or funding streams.

EXITING AND FOLLOW-UPS

The New CalJOBSsm system calls for a Common Exit between all Workforce programs. When participants have not received a funded service by any Workforce program for 90 consecutive days and no services with future end dates exist, a Common Exit will be automatically triggered


by the system. Therefore, separate and distinct exits will not occur under the new system and the need for a “hard exit” is eliminated. However, for those participants that need to exit program services due to a global exclusion reason (i.e., Family Care, Health/Medical, Death, Institutionalization, Reservists Recalled, and Mandated Residential Program (Youth)), a “hard exit” is necessary by completing the Outcome tab/form within the system.

Where there are unique WIA Applications created via enrollment between different LWIA/WIBs (e.g., LA City, South Bay WIB, SELACO, Foothill, Verdugo, or any other area), distinct Case Closures and Follow-ups should be completed, as these actions are attached to each unique Application created. In the case of co-enrollment between two agencies within the same local area (e.g., LA County LWIA agencies), Case Closure and Follow-ups should be completed by the agency that last provided services to the participant.

REPORTING IMPACT

If a WIA participant is still co-enrolled in Wagner-Peyser or TAA program after the WIA case is closed, some of the service activities provided under those programs will continue the 90 day clock delaying the Common Exit for all programs. This is also true if a participant’s case is closed in Wagner-Peyser or TAA, but the WIA case is still open. Therefore, Common Measures performance will not be activated until the Common Exit occurs.

If you have questions regarding co-enrollment reporting procedures in the New CalJOBSSM System, please contact our CalJOBS Tech Support Team, at CalJOBStechsupport@css.lacounty.gov.



Josie Marquez, Assistant Director

Workforce and Community Services Branch