

### Trident Workforce Investment Board Workforce Investment Act

#### DUAL ENROLLMENT POLICY

**TO:** SC Works Trident Operators and Youth Contractors

**ISSUANCE DATE:** November 12, 2013

**EFFECTIVE DATE:** **November 12, 2013**

**SUPERSEDES:** May 15, 2012 and July 1, 2007

**SUBJECT:** WIA Dual Enrollment Policy

**PURPOSE:**

The purpose of this policy is to determine the appropriate level and balance of services under the youth, adult and dislocated worker programs.

**POLICY:**

In accordance with WIA Regulations 664.460, "Individuals who meet the respective eligibility requirements may participate in adult and youth programs concurrently". Concurrent enrollment is allowable for youth served in programs under WIA Titles I or II.

The SC Works Trident staff and Youth Contractor will adhere to the following:

- Individuals will not be dually enrolled in two different funding streams (i.e. adult, dislocated worker and youth) without prior discussion and approval from the Workforce Development Director. Decisions regarding enrolling individuals as both an adult/dislocated worker and youth will be based on the customer's needs, performance outcomes and program feasibility.
- Individuals who are between the ages of 18 and 21 should be referred to the Youth Contractor first for services. The Youth Contractor will provide orientation and eligibility determination in the SC Works Online System (SCWOS).
- Individuals who are between the ages of 18 and 21, are determined **eligible** as a youth, and are appropriate for youth services provided through WIA, will be enrolled as a youth.
- Individuals who are between the ages of 18 and 21 and are determined eligible as an Adult/ Dislocated Worker by the Youth Contractor, will be referred to the Adult /Dislocated Worker program.
- Eligibility Staff from the Adult/Dislocated Worker Program will update the Intensive Eligibility Application and print and acquire appropriate signatures. Staff will also ensure all verifications are documented and recorded appropriately. Customers do not need to sit for a full eligibility application again.

- Individuals who are between the ages of 18 and 21 and are determined eligible as both a youth and an adult/dislocated worker will be enrolled as a youth unless the Youth Contractor determines the customer is more appropriate for the adult/dislocated worker program.
- The only exceptions to this policy are those youth enrolled as eligible for the 5% youth provision.
- All services provided to the individual must be provided through the funding stream under which they were registered as (i.e. youth, adult, dislocated worker). The SC Works Online System (SCWOS) activity/service records must accurately reflect these services were funded by the appropriate source. If a customer is dually enrolled as a youth and adult/dislocated worker, SCWOS must accurately reflect what activities were paid out of the corresponding funding stream.
- At exit and follow-up, information for the appropriate performance measures will be collected based on the program under which the customer was served.



Ronald E. Mitchum, Executive Director  
BCDCOG



Date