

## TRIDENT

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### Trident Workforce Investment Board Workforce Investment Act

#### ELIGIBILITY AND ENROLLMENT POLICY

**TO:** One-Stop Operators and Youth Contractors

**ISSUANCE DATE:** March 18, 2013

**EFFECTIVE DATE:** March 18, 2013

**SUPERSEDES:** November 15, 2012, August 14, 2012, May 15, 2012, February, 14, July 1, 2010, June 17, 2008 and July 1, 2002

**SUBJECT:** **Eligibility and Enrollment Policy**

**PURPOSE:**

The purpose of this policy is to establish requirements for determining adults, dislocated workers and youth eligible and point of enrollment into the WIA intensive and/or training services for Adults and Dislocated Workers.

**POLICY:**

In accordance with the Workforce Investment Act and regulations, all customers enrolled into the WIA program must be determined eligible prior to receiving intensive and/or training services.

SC Works Trident staff and designated contractors will be responsible for conducting eligibility for all WIA customers prior to enrollment. This eligibility process will be completed in the South Carolina Works Online System (SCWOS).

Adults and Dislocated Worker customers interested in intensive services with WIA must complete the TABE assessment through Adult Education as a component of the eligibility and enrollment process. TABE minimum and maximum Grade Equivalency requirements for WIA are established through a collaborative effort with Adult Education in order to maximize the most out of WIA customers' time while enrolled in intensive services. The minimum score will not fall below 6.0 and the maximum score will not exceed 8.0. The Berkeley, Charleston, Dorchester Council of Governments (BCDCOG) Executive Director has the discretion to increase or decrease TABE score requirements. These changes can be made based on the minimum and maximum scores established through the collaboration with Adult Education should data reflect the necessity and/or to make exceptions to this policy as deemed necessary for the benefit of customers and/or the SC Works Trident System. All exceptions will be reported to the TWIB.

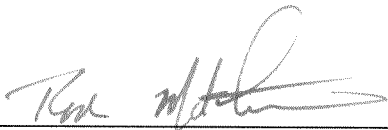
## PROCEDURES:

### Eligibility

- Adults and Dislocated Workers interested in intensive and/or training services with WIA are directed to an Informational Session
- At the Informational Session, interested applicants are given an application packet to complete and return
- Once applications are reviewed for completion, customers are contacted to schedule an Eligibility appointment
- Applicants will be scheduled for TABE in the Efforts to Outcome system (ETO) by the staff in the Eligibility Unit immediately after Intensive Eligibility has been determined
- WIA Eligibility staff will enter basic demographic information in ETO for tracking purposes
- WIA Eligibility staff will record the scheduled TABE Test Date and Time in ETO (Cut off time to schedule a new TABE test is 48 hours prior to test date)
- TABE Coordinator (designee from each Adult Education) administers the TABE Locator & appropriate level of TABE (please let customers know to plan on 4 hours for complete tests)
- At the completion of the TABE assessment, the scores are uploaded into ETO and SC Works staff will check results
- Adults and Dislocated Workers meeting minimum scores of 8.0 in reading and 6.0 in math files will be forwarded to the WIA supervisor for distribution.
- Customers not meeting minimum score requirements will be referred back to Adult Education through ETO by the Eligibility Unit staff.

### Point of Enrollment in WIA

- Enrollment in the WIA program will occur at the first face-to-face meeting with Workforce Specialist staff to include upon completion of the Objective Assessment Summary and the Individual Employment Plan.
- If for any reason the customer is not enrolled at this first face-to-face meeting, the case must be staffed with the WIA Supervisor and Center Manager to ensure reason is acceptable.



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Ronald Mitchum, Executive Director  
BCDCOG

March 18, 2013

Date