

SOP 22-01 Change 1
Co-enrollment and Common Exit
Standard Operating Procedures
Grow Southwest Indiana Region 11
Revision Date: 05/17/2024

Purpose

To provide guidance for co-enrollment and common exit strategies. While not mandated, co-enrollment is encouraged under the Workforce Innovation and Opportunity Act (WIOA) and Indiana's WIOA Combined State Plan. Common exit ensures trackable and integrated service delivery and performance reporting.

Closely related, both concepts are not included in all state and local programs. Common exit is based on the United States Department of Labor's definitions.

Change 1 Summary

- **Attachment B** – Point of Becoming a Reportable Individual, a Participant, and Point of Exit Comparison Among Core programs was added.
- TEGL 10-16 references were updated to reflect Change 2.
- A footnote has been added to clarify that DWD's case management system determines eligibility, but an individual does not become a program participant until they have received at least one staff-assisted service funded by that program, and
- Definitions and the exit protocol have been updated to better reflect federal guidance.

Recission

- DWD Policy 2021-08 Co-enrollment and Common Exit
- DWD Memo: Interim Guidance on the Delivery of WIOA Title I Adult and Dislocated Worker Services and the Impact on Participant and Exit Dates
- Region 11 SOP 22-01 Co-enrollment and Common Exit

References

See **Attachment A**.

Definitions

1. Common exit:

Common exit occurs when a participant, enrolled in multiple partner programs, has not received services from any DOL-administered program in which the participant is enrolled, to which the common exit policy applies, for at least 90 days, and no future services are scheduled in the MIS.

2. Exit:

For performance calculations, exit is the point after which a participant who has received qualifying services through any WIOA-reporting or ETA-funded program meets the following criteria:

For the following programs:

- WIOA Adult, Dislocated Worker, and Youth (Title I),
- Jobs for Veterans State Grants (JVSG),
- National Dislocated Worker Grant (NDWG),
- Trade Adjustment (TAA),
- Wagner-Peyser Employment Service program (as amended by WIOA Title III).

exit date is the last date of a qualifying, participant-level service preceding 90 consecutive days of no qualifying, participant-level services (e.g., staff-assisted or individualized/customized services.)

The last day of service cannot be determined until at least 90 days have elapsed since the participant last received participant-level services, with no future services scheduled in the MIS. Services do not include:

- self-service,
- information-only services, or
- follow-up services.

All exits are auto-exits. Auto-exits are set by the MIS or case management system retroactively after 90 consecutive days to the last date of qualifying service.

3. Participant:

For WIOA Title I Adult, Title I Dislocated Worker, Title II (Adult Education), and Title III (Wagner Peyser) programs, a participant is a reportable individual who has received services (other than the services listed below) after satisfying all programmatic requirements for the provision of services such as eligibility determination.

The following are not participants:

- Individuals in an AEFLA program who have not completed at least 12 contact hours,
- Individuals who only use the self-service system,
- Individuals who receive information-only services which provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.

For the WIOA Title I Youth program, a participant is a reportable individual who has satisfied program requirements for the provision of services, including eligibility determination, an

objective assessment, and development of an individual service strategy, and received one of the 14 WIOA Youth elements identified in section 120 (c)(2) of WIOA.

4. Period of participation:

A period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant's date of exit from the program. This applies to all performance indicators except for Measurable Skill Gains.

5. Reportable individual:

- A reportable individual is an individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program. This includes:
 - individuals who provide identifying information,
 - individuals who only use the self-service system, or
 - individuals who only receive information-only services.
- Attachment B provides clarification on “when” a participant becomes a reportable individual, a program participant, and when the exit occurs for programs.

6. Self-service:

When an individual independently accesses any workforce development system program's information and services in either a physical location (e.g., one-stop center resource room or partner agency), or remotely via the use of electronic technologies, this is considered self-service.

Self-service does not necessarily mean or should not be confused with virtual. A virtually accessed service that provides a level of support beyond independent job or information seeking by an individual does not qualify as self-service.

7. Strategic co-enrollment:

Because the strategy ensures high-quality service delivery, strategic co-enrollment is encouraged by Grow Southwest Indiana Workforce Board (GSIW); this customer-centered strategy is driven by the individual's unique employment barriers. GSIW will establish the following service strategies to attain positive outcomes:

- participant interviews,
- assessment,
- partner referral,
- career planning and/or research, or
- any other method through which staff can obtain the information to establish program eligibility and the need for services.

Service documentation to determine program eligibility for co-enrollment must be maintained in the state-mandated case management system.

Content

The Workforce Innovation and Opportunity Act (WIOA) strongly emphasizes alignment across partner programs and services. Braiding of resources can address training and employment needs of job seekers and businesses. Co-enrollment may reduce duplication of services, improve outcomes, and increase the number of participants.

Benefits of co-enrollment

Advantages of co-enrollment include:

- additional resources to provide training and income support,
- enhanced service delivery for increased opportunities,
- improved participant outcomes including capacity for wraparound support and case management, and
- increased services through pooled funding streams and greater supportive services

When is co-enrollment appropriate?

- Is the participant eligible for and in need of partner program services?
- Will partner program services help reduce the participant's barriers to employment or otherwise benefit the participant?
- Does the participant want and has agreed to receiving partner program services?
- Will co-enrollment improve outcomes for the participant and/or help them meet their employment goals?
- Will co-enrollment reduce duplicative service provision?

Mandated co-enrollment

Trade Adjustment Assistance (TAA)

All TAA participants that are also WIOA Dislocated Worker (DW) eligible must be co-enrolled in the WIOA DW program. Services from other programs must be made available to the trade-affected worker. Co-enrollment should include Wagner-Peyser, Vocational Rehabilitation, veteran's programs, and other one-stop partner program services as appropriate.

Common Exit

GSIW will follow the established common exit protocol within the case management system.

Programs include:

Programs Subject to Common Exit
WIOA Title I (Adult, DW, and Youth)
National Dislocated Worker Grants (NDWG)
WIOA Title III (Wagner-Peyser)
Trade Adjustment Assistance (TAA)
Jobs for Veterans State Grants (JBSG)

Common exit protocol requires that an individual who is co-enrolled in one or more of the above programs will not exit (and be counted in performance) until they are no longer being served by any of those programs for 90 days and there are no future services planned.

Exit occurs automatically based on actual or projected end dates of reported services. Staff do not have any ability to alter or change exit dates, and staff cannot override the case management decision. For data validation purposes, a case note dated the same as the last service must be entered into the case management system.

Action

DWD Policy 2021-08 Change I will be implemented in Region 11 as SOP 22-01Change 1.

Attachments

- **Attachment A** – References
- **Attachment B** – Point of Becoming a Reportable Individual, a Participant, and Point of Exit Comparison among Core Programs

Effective Date

Immediately

Ending Date

Upon rescission

Attachment A

References

- WIOA Section 129
- 20 CFR 677.150
- 34 CFR 463.150
- TEGL10-16 Change 2 Performance Accountability Guidance for Workforce innovation and Opportunity Act (WIOA) Title 1, Title II, and Title III, and Title IV Core Programs
- DWD Policy 2020-06, Change 1 Trade Adjustment (TAA) Co-enrollment in the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) Program

Attachment B
Point of Becoming a Reportable Individual, a Participant and
Point of Exit Comparison Among Core Programs*

Program	Point of being a Reportable Individual	Point of Being A Participant	Point of Exit (No Co-enrollment)	Point of Exit (Co-Enrollment/ Common Exit)
Title I Adult and Dislocated Worker	Shows intent to use program AND Provides identifying information; AND Uses only self-service or information services	Determined Eligible AND Has received at least one WIOA Title I Adult or Dislocated Worker service.	Last date of service. determined 90 days after receiving no services** and there are no future services planned. The date is applied retroactively to the last date of service.	Last of service. Determined when the participant is no longer being served by any of the programs subject to DWD's common exit protocol for 90 days and there are no future services planned. The date is applied retroactively to the last day of service.
Title I Youth	Same as Title I Adult and Dislocated Worker	Determined eligible AND receive at least one WIOA Title I Youth service	Same as Title I Adult and Dislocated Worker	Same as Title I Adult and Dislocated Worker.
Title III Wagner-Peyser	Same as Title I Adult and Dislocated Worker	Reportable individuals who have received at least one staff-assisted employment service.	Same as Title I Adult and Dislocated Worker	Same as Title I Adult and Dislocated Worker

*Excludes Vocational Rehabilitation requirements

**Does not include self-service, information-only services, or follow-up services.