

Dislocated Worker and Adult Policy

DATE ISSUED: September 1, 2019

TO: Workforce Solutions Dislocated Worker and WIOA Adult Staff

FROM: WIOA Manager and Supervisor

SUBJECT: Dislocated Worker and WIOA Adult Program Enrollment Policy

PURPOSE: This policy establishes criteria and procedures for enrollment of clients into WIOA Adult, State and Federal Dislocated Worker Programs. To become a program participant, all applications need to be vetted and processed thoroughly and accurately as to not delay service to any individual.

PROCEDURES:

Eligibility

Each program attached to a specific funding stream has eligibility criteria. The process documented below is designed to:

- a. Process interested customers into enrolled program participants.
- b. Ensure program enrollees are eligible for services at the time enrollment.
- c. Ensure all enrollment paperwork and files are complete and consistent.
- d. Ensure accurate Workforce One (WF1) enrollment documentation.

Process

1. A customer who is interested in the program will complete the program interest form.
2. Interest forms will be available at St Paul CareerForce and North St Paul CareerForce.
3. Completed interest forms are collected at the front desk and forwarded to Supervisor.
4. Supervisor assigns an Employment Guidance Counselor (EGC) to each participant.
5. Supervisor gives case assignments to Aide who documents case assignments in spreadsheet.
6. EGC receives interest form, contacts client within 5 business days and sends enrollment paperwork to client.
7. EGC screens for eligibility.
8. EGC facilitates an intake appointment and collects enrollment paperwork from potential participant.
9. EGC creates client files.

10. Once eligibility is determined and enrollment paperwork is complete, EGC has 10 days from the date of the intake appointment to get the completed WF1 Adult & DW Enrollment Form to MIS. MIS completes enrollment in WF1 within 2 business days of receiving complete WF1 Adult & DW Enrollment Form.

11. If an applicant would like services and has not completed an intake within 30 days of being contacted by EGC:

- They can call the assigned counselor for an appointment. EGCA will put them back on the active list or
- They fill out another interest form and get assigned a counselor again

Data Entry and Workforce One

1. MIS opens the following activities in WF1: Staff Assisted Assessment, Career Counseling and Individual Plan Development. The Start Date/Enrollment Date for these activities should be consistent with when the intake was completed. The Intake session case note in WF1 will be given the subject line "Intake".
2. EGC closes the Staff Assisted Assessment activity using the same date the IEP was developed.
3. EGC opens the Staff Assisted Job Search In Area/Out of Area activity.
4. The Individual Plan Development and Career Counseling activities remain open until exit from the program or enrollment into the Employed, Pending Exit activity.
5. All other WF1 activities will be opened, and closed, throughout the duration of the participants program, and will match their real-time involvement in those activities.
6. Engagement between the EGC and the participant that take place prior to the participant being open in WF1 can be case noted retroactively. This can all be included in one or multiple case notes.
7. All those enrolled in WF1 will also need to be exited from WF1 when services end. See DEED exit [policy](https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=519). <https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=519>

Forms:

Files must contain the fully completed and signed forms described below. All forms should be placed in the proper sections of the file.

Section 1: Eligibility

1. Dislocated Worker/WIOA Adult Application
2. Photo ID

3. Social Security card or W-2
4. UI documentation or severance letter (Dislocated Worker only)
 - a) Determination and Issue Summary letter
 - b) Payment information page
5. W-9 (may be done at the time a client reimbursement is requested)
6. Selective Service/Status letter (if needed DOB: 1/1/1960 or later)
7. Positively MN Wage Detail
8. Data Practices
9. Veteran Status – DD214 (if needed to establish eligibility or priority of service)

Section 2: IEP/Assessments

1. IEP (in front)
2. Unlikely to return sheet (DW only)
3. Career interest assessments (optional)
4. SelectABLE (clients without a four year degree)

Section 3: Financial/payment

1. Ledger
2. Authorizations
3. Claim forms
4. W-9 needed for client reimbursements
5. Income worksheet
6. Gas card/bus pass slips

Section 4: Training Info

1. Assessment for Classroom Training (may be the same as Career interest assessments above)
2. Training proposal
3. Training contract
4. ETPL printout
5. Course schedules
6. Book/Supplies/Tool lists
7. Grades/Certificates

Section 5: Job Search

1. Resume
2. Cover letters
3. CLIMB Supplemental data
4. Correspondence

Section 6: WF1

1. WF1 Adult & DW Enrollment Form
2. Misc. WF1 documentation/printouts (case notes, activity pages, etc.)

EFFECTIVE DATE: September 1, 2019

CONTACT PERSON: WIOA Manager, Supervisor, and/or Planner