



## **WIA TITLE I-B AND ARRA PROGRAM MANAGEMENT POLICIES AND PROCEDURES**

### **MEMORANDUM #09-11**

**To:** All WIA Title I-B and ARRA Adult and Dislocated Worker Program  
**Subrecipients**

**Subject:** Re-enrollment

**Supersedes:** Adult, Dislocated Worker, and NEG Re-enrollment #06-11

**Effective Date:** July 1, 2009

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#### **A. BACKGROUND**

The Workforce Investment Act of 1998 (WIA) established the requirements for delivery of services through the One-Stop Delivery System. The One-Stop System, or WorkSource System as it is known in our state, is the basic delivery system for adult services. Through this system, individuals who are 18 years of age and older can access a continuum of services. Program registration is the process for collecting information for supporting a determination of eligibility for a specific program. Once an individual has been registered and provided services consistent with her/his Individual Employment Plan, s/he is to be exited and enters a 12 month follow up period.

#### **B. RE-ENROLLMENT POLICY**

This re-enrollment policy applies to all WIA Title I-B adult programs. An individual is considered to be seeking re-enrollment if s/he has been served in any WIA Title I-B adult program and is seeking service under the same or another WIA Title I-B adult program. Any individual being considered for re-enrollment must meet the eligibility criteria for the relevant program at the point of intake for re-enrollment. Such individuals must also meet the eligibility requirements for the specific level of service at the time such service is to be provided. The program

and level of service eligibility criteria, as well as the WDC's registration policy, are provided in Adult Program Memorandum #\_\_-01A, Dislocated Worker Program Memorandum #\_\_-01D.

### **(1) Re-enrollment of Individuals during 12 Month Follow Up Period**

A former registrant who has exited from the WIA Title I-B Adult or Dislocated Worker Program may only be re-enrolled during the 12 month follow up period with the approval of the WDCSC's Director of Service Delivery.

If approved for re-enrollment, s/he is to have access to the unspent balance of her/his intensive or training Individual Training Account (ITA) disregarding the time between exit and re-enrollment for the purpose of calculating any ITA time limit. The ITA dollar limit associated with that time limit is the dollar limit established at the point the ITA was first issued.

EXAMPLE: If the individual registered in training on 7/1/00, exited on 3/31/01 and re-enrolls on 1/1/02, the period of 3/31/01 to 1/1/02 is deducted from the 12 month period for which her/his \$2,000 Individual Training Account was initially established. If s/he utilized \$1,500 of that amount in the most recent "countable" nine months prior to 1/1/02 (7/1/00-3/31/01), s/he is to be given up to \$500 for the three months following re-enrollment on 1/1/02.

There are two exceptions to this rule. If there was no expenditure against the initial ITA, the time limit will start with the issuance of a new ITA following re-enrollment and the dollar limit will be the dollar limit at the time the ITA is re-established. Likewise, in instances where an individual did not have an ITA established under her/his initial period of enrollment, the ITA time limit will start with the issuance of an ITA following re-enrollment: the dollar limit will be the dollar limit at that time.

Within this context, individuals who are registered to receive Trade Adjustment Assistance during the 12 month follow up period must be co-enrolled into the WIA Title I-B Program to receive case management support. While these individuals will be approved for re-enrollment and will have access to the unspent balance of their ITA funds, the process for requesting approval outlined below is to be used to ensure WDCSC's ability to track the number of individuals in this situation.

### **(2) Re-enrollment of Individuals after the 12 Month Follow Up Period**

A former registrant who has exited from a WIA Title I-B program may be re-enrolled into the same or another WIA Title I-B program after completion of the 12 month follow up period. S/he is to have access to the unspent balance of her/his intensive or training ITA disregarding the time between exit and re-enrollment for the purpose of calculating any time limit. The ITA dollar limit

associated with that time limit is the dollar limit established at the point the ITA was first issued.

EXAMPLE: If the individual registered in training on 7/1/00, exited on 3/31/01, completed her/his 12 month follow up period on 3/31/02, and re-enrolls on 10/1/02, the period of 3/31/01 to 10/1/02 is deducted from the 12 month period for which her/his \$2,000 Individual Training Account was initially established. If s/he utilized \$1,500 of that amount in the most recent "countable" nine months prior to 10/1/02 (7/1/00-3/31/01), s/he is to be given up to \$500 for the three months following re-enrollment on 10/1/02.

The same two exceptions apply to this rule. If there was no expenditure against the initial ITA, the time limit will start with the issuance of a new ITA following re-enrollment and the dollar limit will be the dollar limit at the time the ITA is re-established. Likewise, in instances where an individual did not have an ITA established under her/his initial period of enrollment, the ITA time limit will start with the issuance of an ITA following re-enrollment: the dollar limit will be the dollar limit at that time.

### **(3) Change in Occupational Skills Training**

Any change in the occupational skills training outlined in the original Individual Employment Plan for a participant being re-enrolled in a WIA Title I-B program must be approved by the WDCSC's Director of Service Delivery. The reason(s) for any requested change must be described in the request and may include such issues as: the occupation originally selected is no longer in demand or the individual has acquired new work limitations incompatible with the occupation originally selected. Requests should include individuals who re-enter the system receiving Trade Adjustment Assistance funded training. As noted above, these requests will be approved once submitted.

### **C. PROCESS FOR REQUESTING APPROVAL**

Any request for approval of (1) re-enrollment during the 12 month follow up period or (2) a change in the occupational skills training to be provided should be sent by email, facsimile, or surface mail to the Director of Service Delivery with a description of the circumstances. The Director will, in turn, send a copy of the email to the initiating seeker services staff with her/his initials indicating approval. A copy of the approving email is to be retained in the participant file.

### **D. PRIORITY FOR SERVICE**

With the exception of individuals enrolled in TAA who are to receive priority for registration, individuals who are re-enrolling into WIA during the 12 month follow up period shall be served on a space-available basis after new applicants. Individuals who are re-enrolling after completion of the 12 month follow up period shall receive equal consideration with new applicants.

## **E. SITE OPERATOR ROLE**

It is the Site Operator's responsibility to review and approve all re-enrollment registration paperwork for completeness, accuracy, and internal consistency within 30 days of an applicant's registration. It is also the Site Operator's responsibility to approve registration of all applicants under the non-priority service (25%) category for the Adult Program. The Site Operator is further responsible for entering the appropriate data for tracking client registration and eligibility information into the designated Management Information System using established protocols; maintain a centrally controlled file for each program applicant and registrant which contains all documents collected; and provide any and all Federal, State, County, and WDCSC monitors and auditors with access to such records given reasonable notice. The Site Operator is also responsible for establishing and maintaining a financial record keeping system that supports the Individual Training Account policy parameters established in this memorandum.