


Co-Enrollment and Exit

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1. Under Illinois' Unified *State Plan*, partners are committed to developing and implementing co-enrollment strategies to support program alignment and career pathways. Co-enrollment:
 - a. Supports coordination across core programs, including planning, reporting, and service delivery;
 - b. Supports a *Customer*-centric design that allows programs to leverage resources for participants who are eligible for, and need, multiple services that cross-program lines; and
 - c. Allows tracking *Career Pathway* participants whose service happens not within one particular Federal program and funding stream but across multiple programs.
 2. Co-enrollment in Youth and *Adult Programs*
 - a. *Local Area Workforce Innovation and Opportunity Act (WIOA)* Title IB staff must identify and track the funding streams that pay the costs of services provided to individuals participating in Youth and Adult programs concurrently and ensure no duplication of services.
 3. Co-enrollment of Trade Program Participants
 - a. States must co-enroll all trade-affected *Workers* who are otherwise eligible for WIOA). Career planners must co-enroll Trade customers in the WIOA Title IB *Dislocated Worker* program. However, as appropriate, customers may also be co-enrolled in the Title IB Adult, Youth, or other partner programs.
 - b. Trade includes activities and services available through any of the Trade programs: *Trade Adjustment Assistance* Under the Trade Act of 1974, As Amended including Trade Reform Act of 2002 (2002 amendments) – Trade, the Trade Globalization Adjustment Assistance Act of 2009 – *TGAAA*, the Trade Adjustment Assistance (Trade) for Workers Final Rule (20 CFR 618), and any subsequent changes or reversions.
 - c. WIOA and Trade program funds must be managed in a coordinated manner. Duplication of payment of training costs is not permitted. Under certain circumstances, the WIOA Title IB and Trade programs may share the costs of training.
 - d. The Trade program must be the primary source of assistance to Trade program participants. If a Trade program *Participant* requires assistance or services not authorized under the Trade

- program or Trade program funds are unavailable or insufficient, assistance must be made available through WIOA Title IB.
- e. Under limited circumstances, Trade program participants may receive WIOA-funded training that would otherwise be provided under the Trade program. The most common occurrence is when a Trade petition has been filed by or on behalf of a group of workers, but a determination of group eligibility is pending. In this case, WIOA Title IB funds must be used for training in the short-term, until the Trade program determines the worker's individual eligibility and approves the training. (If a negative decision is rendered and the petition is denied, the worker may continue as a WIOA Title IB participant.) Training may be modified by the Trade program to allow a worker additional training under the Trade program to meet retraining needs as indicated in an individual reemployment plan. The Trade program participant must remain co-enrolled in WIOA Title IB and the Trade Program if the individual needs continued career and *Supportive Services* through WIOA.
 - f. WIOA Title IB allows up to seventy-five (75) percent reimbursement to employers for *On-the-Job Training (OJT)*. In contrast, the Trade program allows reimbursement up to fifty (50) percent of the wage rate, the cost of providing the training, and additional supervision related to the training. For approved OJT for a co-enrolled Trade program participant, the Trade program may reimburse employers up to fifty (50) percent, and WIOA Title IB may reimburse employers up to an additional twenty-five (25) percent, to bring the total reimbursement to the employer up to seventy-five (75) percent, provided that local area's WIOA Title IB OJT policy offers for a seventy-five (75) percent reimbursement rate.
 - 1) The state has a waiver from *DOL* to allow for a sliding reimbursement scale to the employer for an OJT based on its size and capability. Under this waiver, employers with fifty (50) or less employees would be reimbursed up to ninety percent (90%), those with between 51 and 250 employees up to seventy-five (75%) reimbursement, and all other employers up to the statutory limit of 50%.
 - 2) Under this waiver for an approved OJT for a co-enrolled Trade program participant, the Trade program may reimburse employers up to fifty (50) percent, and WIOA Title IB may reimburse employers up to an additional forty (40) percent, to bring the total reimbursement to the employer up to ninety (90) percent, provided that local area's WIOA Title IB OJT policy provides for a ninety (90) percent reimbursement rate.
4. Co-enrolled exit occurs when a participant, enrolled in multiple WIOA Title IB programs or Trade, has:
 - a. Not received services from any of those programs for at least ninety (90) days; and
 - b. No future services are planned.
 - c. *Example:* Participant Joe is a worker covered by a Trade Certification and is co-enrolled in the *Dislocated Worker Program*. Joe's last date of service under the Dislocated Worker program is September 15th. Joe's last date of service under the Trade program is October 1st. Joe receives no additional services from the Trade and Dislocated Worker programs. Joe's co-enrolled exit date is October 1st.
 5. Co-enrolled participants shall only be exited when all the criteria for exit are met for the programs in which they are co-enrolled applies.

6. When adding an exit in *Illinois Workforce Development System (IWDS)*, the WIOA Title IB and/or Trade programs in which the participant is co-enrolled will be exited with the same exit date. The system will not allow an exit to be entered for one program and not the other(s).
7. The procedures in Career Connect are the same except for situations in which a participant is co-enrolled in local (*LWIA 7*) and statewide (*LWIA 90*) grants. The Career Connect Help Desk site provides guidance on this topic at the link found in the Resources tab.