	<b>New Jersey Workforce Innovation Notice</b>		<b>WD-PY24-8</b>
	<b>Issued By:</b>	Workforce Development Division of Career Services	
	<b>Approved By:</b>	Dr. Yolanda Allen, Assistant Commissioner Workforce Development	
	<b>Issued Date:</b>	June 3, 2025	

**SUBJECT:** Workforce Service Integration and Co-Enrollment

**EFFECTIVE DATE:** This NJWIN is effective **Immediately**.

**POLICY RESCISSIONS:** This NJWIN replaces WD-PY23-5.1.

**FOR MORE INFORMATION:** Questions about this policy may be directed to [WIOAPOLICY@dol.nj.gov](mailto:WIOAPOLICY@dol.nj.gov).

#### **PURPOSE**

This policy describes best practices for service integration and co-enrollment to better connect participants to a range of services provided by partners in the American Job Centers. It provides specific guidance regarding co-enrollment and the integration of services across state and federally-funded workforce programs. It includes both guidance for suggested co-enrollment opportunities and information on mandatory co-enrollment programs and practices.

NJDOL suggests that LWDBs consider co-enrollment opportunities and implement them locally. In addition, NJDOL intends to introduce mandatory co-enrollment among specific programs. These suggested and mandatory co-enrollment requirements will increase the number of participants that have access to and connect to WIOA career and training services and ultimately, the number of customers reported through federal reporting systems to USDOL as WIOA participants. As co-enrollment requirements are implemented, NJDOL will update this policy with information and appendices detailing the connections, policies, and processes related to specific programs.

#### **CO-ENROLLMENT GUIDANCE ADDED IN THIS UPDATE:**

This update includes guidance mandating Reemployment Services and Eligibility Assessment (RESEA) co-enrollment with Title I Adult and Title I Dislocated Worker programs.

#### **BACKGROUND**

New Jersey's workforce development efforts benefit from significant public investment. In Program Year 2022, for example, a combination of federal and state funding sources administered by NJDOL totaling over \$240 million supported workforce opportunities in New Jersey. Federal WIOA funds support both state-level capacity and New Jersey's 17 Local Workforce Development Board (LWDBs) in coordinating and delivering workforce services across the state. New Jersey's One Stop Career Centers (also referred to as American Job Centers, or AJCs; New Jersey uses these terms interchangeably) serve as the hubs of this service delivery in each Local Workforce Development Area (LWDA), providing opportunities for onsite support, as well as, increasingly serving as centers for supporting virtual services across communities.

Service integration and co-enrollment are *tools* that foster an AJC's ability to work with customers holistically. By intentionally developing policies and processes that support co-enrollment, LWDBs and their partners are better able to provide customers with the services and supports that meet each person's needs and capacity rather than being constrained by a funding stream supporting a particular program.

WIOA calls for specific provisions that help to support and facilitate coordination and integration of services across the myriad of partners and resources supporting employment and training opportunities in New Jersey, including:

1. **Requirements that specific partners work together** to provide comprehensive and individualized workforce services based on the needs and assets of employers, jobseekers, and workers
2. **Opportunities for sharing customers and co-enrolling participants** to access services and supports through multiple workforce programs and funding streams
3. **Support from Local Workforce Development Boards (LWDBs)** to guide and negotiate coordinated services across partners, including specifically through development of Memoranda of Understanding (MOU) and Infrastructure Funding Agreements (IFAs) that offer a process and document for negotiating and establishing the service contributions and benefits of various partners
4. **Support from One Stop Operators** to develop, implement, assess, and support the integration of services across partners through continuous and ongoing processes
5. **Emphasis on developing a coordinated service flow** that supports individualized services and supports to meet the skill and resource needs of individual customers

As New Jersey continues to face a dynamic labor market, influenced both by the ongoing impacts of the pandemic and continued accelerations in technology, leveraging workforce services and resources to maximize employment and training opportunities for both jobseekers and industry in New Jersey is more important than ever.

Resources must follow the needs of businesses, jobseekers, and workers. This policy provides specific guidelines intended to support the breakdown of silos between funding sources and programs and continue to support and develop a world class system of workforce opportunities in New Jersey.

## **I. Workforce Partner Coordination Requirements**

WIOA specifically funds workforce services through four core Title programs. All funding streams administered by the New Jersey Department of Labor and Workforce Development (NJLWD):

- Title I Adult, Dislocated Worker, and Youth Services
- Title II Adult Education and Literacy Services
- Title III Employment Services
- Title IV Vocational Rehabilitation Services

A comprehensive list of Required, Recommended and Additional One Stop Partners is outlined in the One Stop Career Centers Guidance -- [WD-PY24-7](#).

NJDOL encourages LWDBs to identify and support co-enrollment and service integration across the variety of workforce programs operating in New Jersey's One Stop Career Centers. Specifically, this policy supports co-enrollment and service integration of our WIOA core Title Programs (Title I-IV) with the variety of public workforce programs and services supported through both federal and state funding.

NJDOL is supporting a phased rollout of co-enrollment and service integration, and this policy provides additional details regarding co-enrollment of RESEA with Title I and Title III.

## **II. Sharing Customers and Co-Enrollment**

Co-enrollment – serving participants with more than one grant-funded program – is highly encouraged and supported as a strategy under WIOA for leveraging resources and supporting the full needs and interests of jobseekers, workers, and employers in New Jersey.<sup>1</sup> Co-enrollment ensures that participants have seamless access to the full range of services available to them and for which they are eligible. Furthermore, co-enrollment helps to support alignment and coordination of program teams to reduce duplication of processes and services and ensures that workforce program and staff are taking shared responsibility for supporting customers and helping to support successful training and employment outcomes for all customers.

Co-enrollment strategies offer specific opportunities for leveraging, maximizing, and systematizing the variety of state and federal workforce programs and funding streams supporting training and employment opportunities by immediately enrolling participants in multiple workforce programs, in particular in Title I services which are funded through WIOA. By co-enrolling participants, services and outcomes for participants “count” towards multiple programs’ service delivery and performance metrics and incentivize programs to engage in joint career coaching and case management, as well as coordinated data collection and reporting efforts.<sup>2</sup>

NJDOL intends to introduce mandatory co-enrollment among specific programs. These mandatory co-enrollment requirements will increase the number of participants that have access to and connect to WIOA career and training services and ultimately, the number of customers reported through federal reporting systems to USDOL as WIOA participants. As co-enrollment requirements are implemented, NJDOL will update this policy with appendices detailing the connections, policies, and processes related to specific programs.

NJDOL also encourages LWDBs and One Stop required partners to explore additional opportunities for co-enrollment between programs beyond those mandated by or highlighted in this policy, based on local needs and opportunities.

In addition to RESEA and Title I co-enrollment, highlighted below and in Appenidx A, NJDOL also recommends that LWDBs develop local policies and procedures for co-enrolling individuals across the following programs. NJDOL will continue to roll out state-wide guidance and procedures supporting co-

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<sup>1</sup> The number of participants who are enrolled in more than one program is included in performance requirements as highlighted in WIOA Sec. 116(d)(2)(I).

<sup>2</sup> This occurs by ensuring accurate recording in AOSOS and accurate reporting to USDOL via the Participant Individual Record Layout (PIRL).

enrollment and service integration across these specific programs as we move forward:

- Pathways to Recovery and Title I Adult
- JOBS and Title I Adult
- Title III and Title I Adult
- WFNJ and Title I Adult
- Title II and Title I Adult
- Title IV and Title I Adult

#### **Impacts on WIOA Performance Measures**

Enrolling significant numbers of additional participants in WIOA career and training services, and in Title I supports, will impact WIOA performance measures. In addition to projecting increased participation levels, *NJDOL expects that performance targets will be adjusted through the Local Statistical Adjustment Model (SAM)* to reflect expansion of the populations that receive support through Title I services. Additionally, we anticipate a higher percentage of Title I participants may receive only individualized career services and therefore would not fall into training-related performance measures – Measurable Skill Gain and Credential Attainment. Furthermore, as we move to co-enrollment strategies, we anticipate more joint responsibility for common measures across NJDOL and among LWDBs for Titles I, II, and III performance.

#### **RESEA and Title I Enrollment**

Title I Career Services have broader eligibility criteria than Title I Training Services, allowing more people to access individualized career services through our Title I programs. Individuals can receive targeted career coaching, supportive services, and deeper work readiness supports without meeting eligibility criteria for Training Services.

WIOA requires One Stops to make basic career services available to all customers through Title III/Wagner Peyser. These services include assessment activities, the development of individual employment plans, career counseling informed by local labor market information, and eligibility determination for non-WIOA programs.

In addition, individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. Title I career services are a critical resource in our system for supporting individualized career services.

All individuals who are (1) 18 years and older, and (2) authorized to work in the United States are eligible to receive career services through Title I Adult programs. Eligibility criteria are separate from provisions related to Adult Priority of Services. More information about this difference is available in NJDOL's Title I Eligibility policy – WD-PY24-11.

All RESEA participants fulfill the above two criteria as they are verified when registered through our Unemployment Insurance system. Selective Service and Dislocated Worker category criteria are

determined during the co-enrollment process.

All WIOA Title I eligibility criteria must be fully satisfied prior to co-enrollment of RESEA participants into Title I programs. RESEA participants who do not initially meet Title I eligibility requirements shall be enrolled under WIOA Title III and provided all RESEA program services and activities. Upon verification and documentation of full Title I eligibility, co-enrollment may proceed in accordance with this guidance.

### **III. Role of Local Workforce Development Boards (LWDBs)**

LWDBs must play a leadership role in setting and supporting co-enrollment priorities and strategies. As the leaders and drivers of their local systems, LWDBs are responsible for a variety of local governance functions that are critical to establish systems of co-enrollment and service integration. These local governance responsibilities are highlighted in [WD-PY21-6](#) and include the following activities that specifically target service integration:

- Convening, brokering, and leveraging stakeholders
- Developing career pathways
- Negotiating with stakeholders on infrastructure costs

As highlighted in [WD-PY22-16](#), LWDBs can also support these capacities and functions utilizing their WIOA budgets (itself one of LWDB's local governance responsibilities). Many activities related to planning and implementation of co-enrollment and service integration strategies can be categorized as program costs. In particular, data entry and reporting support is a critical capacity that LWDBs must offer and specific investments of WIOA resources and other partner resources must be established to support accurate data reporting and sharing to state and federal oversight agencies, as well as with partners to inform continuous improvement.

In addition, a key lever for LWDBs in establishing co-enrollment and service integration strategies is the development of the Memoranda of Understanding (MOUs) and Infrastructure Agreements (IFAs) that outline specific plans between partners for sharing customers and taking joint responsibility for successful training and employment outcomes.

MOUs must detail ways that partners work together, including:

- Descriptions of services
- Referral strategies
- Shared data and reporting
- Cross-training and shared professional development opportunities

The information included in MOUs, as well as the negotiation process to develop the MOU, will prompt discussion of ways that partners can collaborate and leverage programs and services. It will help institutionalize cross-program information sharing and ensure access to the full spectrum of services provided by partners.

As part of these efforts, LWDBs and partners identify and estimate resource contributions of each partner program and include those contributions in the Infrastructure Funding Agreements (IFAs). IFAs are periodically reconciled based on actual levels of co-enrollment and shared customers.

#### **MOU/IFA Resources**

NJDOL has updated and released a variety of resources to help guide and support LWDBs and One Stop partners in working together to develop and revisit MOUs and IFAs. These resources include:

- [WD-PY24-7: One Stop Career Center Partners](#)
- [WD-PY22-4.2: New Jersey Memorandum of Understanding \(MOU\) and Infrastructure Funding Agreement \(IFA\)](#)
- [Guidance for MOU and IFA](#)
- [MOU/IFA Template](#)
- [Local Governance Training Series – MOU/IFA](#)
- [WD-FY23-3 Functional Alignment Policy](#)
- [WD-PY23-4 Infrastructure Funding Agreement policy](#)

#### **IV. Role of One Stop Operators**

One Stop Operators play a primary role in implementing service integration strategies. One Stop Operators offer clear standards and accountability for partners, support ongoing communication across partners, and help to support the delivery of staff training across all partner agencies to support implementation of shared service strategies for participants that include co-enrollment in services.

One Stop Operators play a critical convening role and help to support cross-program communication and cross-training across staff. Cross-training allows staff from differing programs to understand every program and to share their expertise about the needs of specific populations so participants can be better served. It also ensures that co-enrollment strategies and activities are carried out in alignment with both the plans that have been established as part of the MOU/IFA, as well as in alignment with the laws and regulations governing each partner program.

Furthermore, One Stop Operators help to operationalize co-enrollment strategies by establishing coordinated service flows and by leveraging shared data to regularly reflect on the system of services and ensure that One Stop Career Center partners are comprehensively meeting the needs of individual participants.

#### **V. Developing a Coordinated Service Flow**

Co-enrollment has benefits and impacts at every step of service flow and must drive coordination across partners from determining eligibility to supporting the successful outcomes of partners. NJDOL's policy on Functional Alignment in American Job Centers ([WD-PY23-3](#)) provides guidance for developing an integrated service flow.

##### ***Eligibility: Streamlining Systems for Co-Enrollment***

An essential component of co-enrollment is identifying the multiple programs for which a person is eligible at the time of the initial intake, regardless of what partner is conducting the initial intake. Many partner programs have common eligibility requirements as well as flexibility within their

requirements that allow for participants to be co-enrolled. All partners can utilize the [New Jersey Intake and Initial Assessment form](#) as a universal intake/enrollment application to assess the eligibility for multiple programs, enroll where possible, and make useful referrals.

In addition to a common form, common intake and eligibility depends on having One Stop Career Center staff and partners that are cross-trained and knowledgeable in the functions and basic eligibility requirements of multiple programs. Partners must develop systems and processes for ensuring that quality of eligibility screenings and documentation collection no matter where a participant enters the public workforce system. These systems can be outlined in the MOU discussed above or in other processes and policies of the One Stop.

The benefits of a common intake process may include, but are not limited to, the following:

- Reduces the paperwork required for an individual to provide and complete during intake
- Authorizes the release information that allows partners to share and enter information in their respective case management systems
- Streamlines data sharing and supports the tracking of referrals, co-enrollments, and outcomes
- Helps people with multiple barriers access coordinated services

#### ***Assessment and Plan Development: Identifying Shared Service Plans***

Well-integrated assessments performed by knowledgeable cross-trained staff offer a key opportunity for co-enrollment. A comprehensive assessment is the first step in determining individualized service plans and connecting jobseekers to the services that will support them in obtaining high quality employment. Assessment processes must include evaluations of: (1) academic levels, (2) occupational skills and interests, and (3) supportive service needs. Assessment processes may include multiple methods and approaches. More details about establishing a comprehensive assessment process can be found in [NJDOLE's Technical Assistance Guide on Assessment](#).

A successful assessment process helps individuals to develop a customized plan of action and support that is defined by the specific interests, assets, and needs of that individual, rather than the offerings of a single program or funding source.

WIOA encourages the development of plans that offer (1) a sequence of education and training experiences that connect individuals and support their success in career pathways, and (2) holistic, wrap-around services that help support the full needs of an individual to successfully connect and engage in education and training opportunities, for example through supportive services. Co-enrollment offers opportunities for supporting participants in setting and reaching more challenging education and employment goals and developing more comprehensive service plans and strategies.

#### ***Service Delivery: Coordinating Supports***

The development of coordinated case management protocols and systems for tracking and supporting jobseeker participants at each step of their engagement in One Stop Career Center services is integral to participant success and the overall success of One Stops Career Center staff and partners and co-enrollment strategies. Co-enrollment means that partners may provide services through multiple programs and funding sources, and through multiple individuals working in the One Stop.

The focus of case management shifts as an individual progresses through services. Initially, workforce staff focus on career coaching and supporting decision-making about employment plans and service strategies. Subsequent support targets connection and success of individuals in a variety of education

and training experiences, and then on to identifying supports that ensure connection and transitions to employment.

The individual receiving services experiences seamless case management support, whether through one individual or multiple individuals. In the case of support through a single individual, cross-training and knowledge of multiple program and service opportunities is critical. In the case of support through multiple individuals, coordinated process flows and data sharing is critical.

LWDBs can work with partners to identify opportunities for targeting the support of different service elements through different programs. Additionally, a single service may receive support through multiple funding streams, potentially increasing the level of support available. For example, multiple funding streams may support On-the-Job training opportunities to increase the length or level of employer reimbursement; or an individual receiving supporting services may receive a higher level of support by braiding supports through multiple programs.

### ***Successful Outcomes: Sharing Responsibility for Performance***

The standardization of WIOA indicators of performance introduces the ability to “share” performance across core programs, which enables multiple core programs to “take credit” for co-enrolled participants. For example, if a participant is co-enrolled in Title I Adult, and Title IV Vocational Rehabilitation, both programs can take performance credit for the recognized credential obtained from attending a training funded by Title IV because both programs are funding different aspects of the individual’s employment plan. Although the State of New Jersey does not currently track performance measures related specifically to co-enrollment, the use of co-enrollment strategies can enhance other performance measures.

## **VI. Leveraging Data to Support Coordination**

As highlighted above a key role of the LWDB and One Stop Operator is leveraging and sharing data across partners and programs to support coordination and integration of services, including through co-enrollment. By sharing data about service levels, partners can track progress, support joint case management, and identify areas for improvement and new strategy and/or process development.

In some circumstances, One Stop partner programs share America’s One Stop operating System (AOSOS) as their primary system of record, easing opportunities for coordination and sharing information about individual participants. In other cases, programs operate utilizing different primary systems of record. LWDBs and partners must develop protocols for sharing information and ensuring that all systems of record include necessary and relevant details about case management and service delivery. These protocols must include and consider obtaining informed written consent of an individual to share their data across programs and data systems. All process details must be established and documented in the should be fleshed out as part of the development of local MOUs. Additionally, IFAs must reflect the costs associated with sharing data and shared data entry.

### **Aligning Data Entry in AOSOS to Support Reporting Co-Enrollment to Federal Partners**

LWDBs can ensure that co-enrollment data is collected and reflected in reports to USDOL and local performance measures by taking the following steps:

1. Ensuring that enrollment information provided to partner programs is reflected in AOSOS
2. Ensuring that any assessment and plan development information developed across programs is captured in AOSOS
3. Ensuring that at least one service is funded by each co-enrollment partner – a single service may be funded by both co-enrollment partners, or one service may be funded by one co-enrollment partner and another may be funded by the other co-enrollment partner
4. Ensuring that the services, including follow-up services, are recorded in AOSOS whether provided by Title I or another required partner
5. Ensuring that all outcome information is entered in AOSOS

### **SUMMARY**

With stronger coordination and integration of services across workforce funding streams and programs, NJDOL and LWDBs have an opportunity to both increase and further customize support for individuals in need of employment and training services, no matter which program they show up to or what door they walk through. Co-enrollment serves as a strategy for ensuring that New Jersey's workforce system targets supporting the diversity of jobseekers in New Jersey and offers the depth and range of supports that each individual needs to be successful in pursuing opportunities linked to career pathways. By taking joint responsibility for these programs, funded through public dollars, together partners can support better outcomes for all jobseekers, workers, and employers that engage in New Jersey's public workforce systems.

### **List of References:**

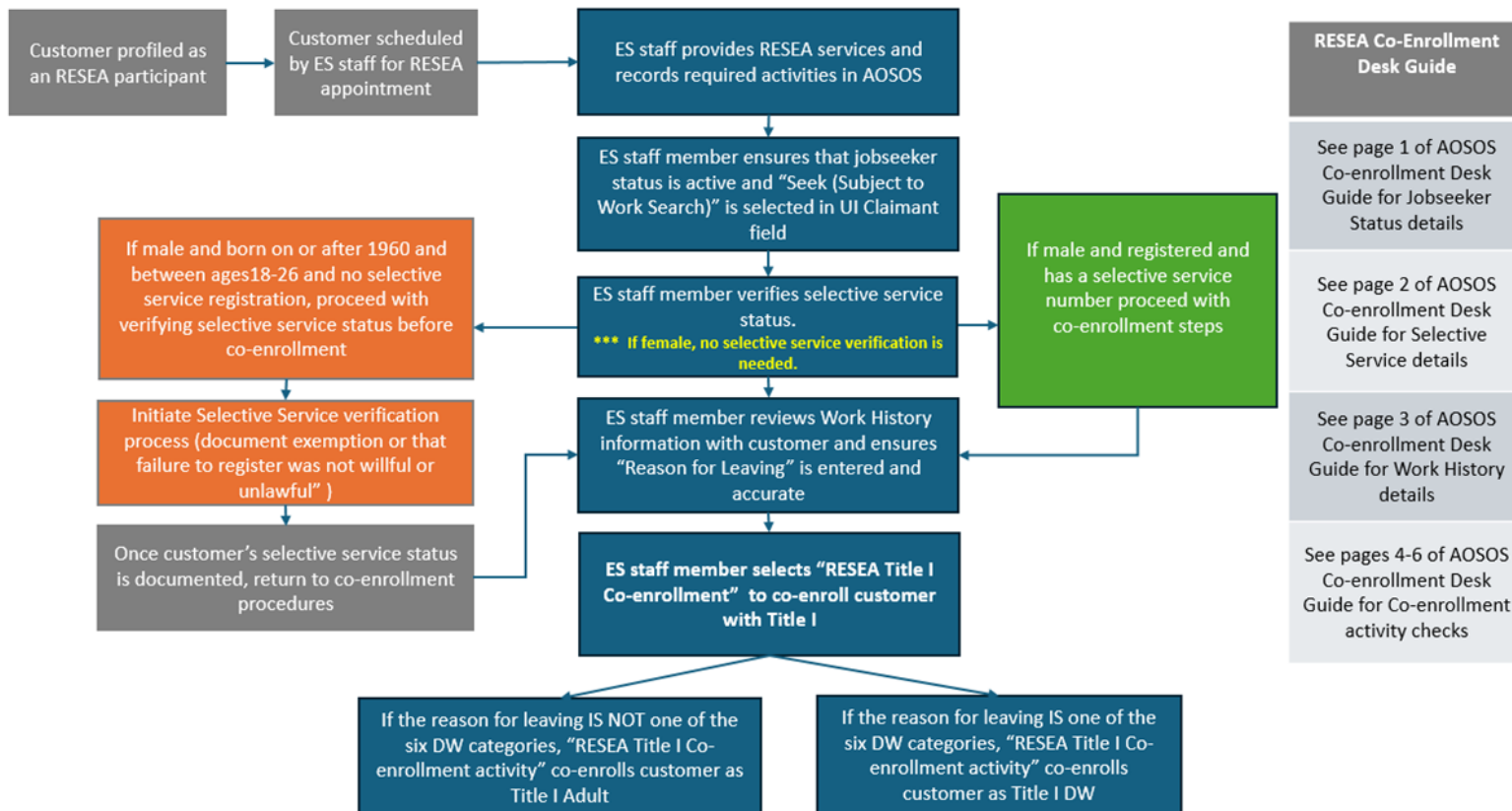
- [Local Governance Policy: WD-PY21-6](#)
- [PY23/FY24 Budget Guidelines and Requirements: WD-PY21-6](#)
- [One Stop Career Center Partners: WD-PY22-3](#)
- [New Jersey Memorandum of Understanding \(MOU\) and Infrastructure Funding Agreement \(IFA\): WD-PY22-4.2](#)
- [Guidance for MOU and IFA](#)
- [MOU/IFA Template](#)
- [Local Governance Training Series – MOU/IFA](#)
- [Functional Alignment in American Job Centers: WD-PY23-3](#)
- [Additional Guidance on Infrastructure Funding Agreements: WD-PY23-4](#)
- [New Jersey Intake and Initial Assessment form](#)
- [NJDOL's Technical Assistance Guide on Assessment](#)

## APPENDIX I: RESEA and Title I Co-Enrollment

### AOSOS Desk Aid – RESEA/ WIOA Co-enrollment

The RESEA program is now required to co-enroll participants with WIOA programs via AOSOS data entry. Below you will find the required fields for co-enrollment (highlighted).

#### RESEA and Title I Co-Enrollment Procedures Overview



## Customer Detail – General Info tab

1. In the Customer Data section - Status and Job Seeker must be ACTIVE
2. In the Customer Assignment section, staff must:
  - Under Staff Assigned - add their name or the name of the assigned Career Coach
  - Under Office – add their One Stop Career Center location
  - Under UI Claimant, “Seek (Subject to Work Search)” should be selected for all RESEA participants

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP ADMIN

Customer Search **Customer Detail** Logout

Osos, Trent SSN: \*\*\*-\*\*-9009 OSOS ID: NJ009126420 1 of 0

**General Info** Eligibility Add'l Info Resume Data Planning Comp Assess Programs Outcomes Saved Searches Services Tests Comments Attachments Correspondence Audit

**Customer Info**

**Customer Data**

\*SSN: Active \*Job Seeker: Active \*Ethnic Heritage and Race

\*Username: trent009 \*Password: 009Trent Merge

\*Last Name: Osos \*First Name: Trent MI

\*Date of Birth: 01/01/1982 \*Gender: Male \*Portfolio Level: Job Source User

\*Address 1: 12 Osos Way

Address 2:

\*City: Ososville \*State: New Jersey \*ZIP Code: 08648

County: Mercer Country: United States Metro:

Phone: 609-999-9993 Ext. Alt. Phone Ext. Fax

Email: osostrent@mailinator.com URL Alt. URL

Enrollments JZ/CZ Manager: No Add to Case Load

**Citizenship**

\*U.S. Citizen

**Education & Employment**

\*Education Level: High School Equivalency

\*School Status: Not Attending School, Secondary School Graduate/Equivalent

\*Employment Status: Not Employed

Underemployed Long Term Unemployed

**Contact Preferences**

☒ Use Postal ☐ Pri. Phone ☐ Alt. Phone ☐ Fax

☐ Email

**Customer Assignment**

**Staff Assigned**

Osos, StaffGeneral Change

**WDB Assigned**

Mercer County WDB

**Agency**

DEPARTMENT OF LABOR Mercer County One Stop Career Center Change Office

**UI Claimant**

Seek (Subject to Work Search) Registered: 04/10/2025 Origin: Staff Profiled: Profiled Date:

☐ Internet Resume ☐ Confidential Work Search Record

Save Start Match [M] Activity [A] I.A. Referrals [R] Correspond IVR Links [L] Get To Srch [Q] Comments Tag Schedule Message WIOA Eligibility [W] Summary [U] Job Source

Reload Custom

## Selective Service Registration Requirements (Skip this step for Female Customers)

Per WIOA regulations, **men** born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday (i.e. 30 days before or 30 days after their birthday.)

1. Verify Selective Service requirement by checking the “**Add'l Info**” tab of the customer’s record.
2. If Selective Service number is not present
  - Ask customer if they know their Selective Service number
  - Click on Register/Lookup if number unknown, or to verify registration
3. If customer failed to register for Selective Service and still between 18 and 26, then advise customer to register for Selective Service. Consult policy guidance for next steps if customer is over 26 and failed to register for Selective Service.

The screenshot displays the 'Add'l Info' tab for a customer named 'Osos, Trent'. The interface includes a top navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP, and ADMIN. Below this is a sub-navigation bar with tabs for General Info, Eligibility, Add'l Info (selected), Resume Data, Planning, Comp Assess, Programs, Outcomes, Saved Searches, Services, Tests, Comments, Attachments, Correspondence, and Audit. The main content area is divided into several sections: 'Additional Info' with a 'Military Service' dropdown set to 'No'; 'Employment Preferences' with fields for Work Week, Duration, Salary, Pay Unit, and Date Available; 'Shift Preferences' with radio buttons for First Shift, Second Shift, Third Shift, Rotating Shift, and Split Shift; and 'Customer List Participation' with a table for Office, Staff, List Name, and Modified, currently showing 'No lists assigned'. A 'Selective Service' section is also present with a 'Selective Service?' dropdown set to 'Yes' and a 'Selective Service Number' field containing '82000000082', with a 'Register/Lookup' button next to it. The bottom of the screen features a toolbar with buttons for Save, Start Match, Activity, I.A. Referrals, Correspond, IVR, Links, Ret to Srch, Comments, Tag, Schedule, Message, WIOA Eligibility, Summary, and Job Source, along with 'Reload' and 'Custom' options.

### Resume Data tab – Work History section

Please be sure to update this section with the participant's most recent work history (work history information should be gathered during the Initial appointment or the reminder call).

Important sections regarding co-enrollment:

1. Start and End date – must be accurate. Get complete information from the participant.
2. Reason for leaving – should be Category 1-DW for all RESEA participants. **\*\*\*NOTE: If Category 2-DW or Category 5-DW is already attached to the most recent job, then no change is necessary.**

(Once you choose Category 1- DW, the QDD and Tenure boxes will appear)

3. QDD (Qualifying Dislocation Date) – same as the End date entered above
4. Tenure – calculate the months the participant worked in this position (use the start and end date to calculate the Tenure)
5. **It's imperative that all previous Work History entries have an "End Date". Failure to do so will result in participant enrolled as a "WIOA Adult"**

The screenshot shows the RESEA system interface for a customer named 'Osos, Trent'. The top navigation bar includes tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP, and ADMIN. Below this, there's a 'Customer Search' and 'Customer Detail' section. The 'Customer Detail' section shows the customer's name, SSN, and OSOS ID. The 'Resume Data' tab is selected, displaying a 'Job Information' form. The form includes fields for Job Title, O'Net Code, O'Net Title, Job Type, Start Date, End Date, Present Job, Wage, Salary Unit, Hours/Week, Reason for Leaving, QDD, and Tenure. The 'Employer Data' section includes fields for Employer, Address, City, State, ZIP Code, Country, Supervisor, Phone, Ext., NAICS, Title, and RR Event #. The 'Job Duties' section has a search bar and a list of duties. The bottom of the screen features a toolbar with buttons for New Job Entry, Delete Selection, Show Resume Usage, Show Audit, and various other functions.

## Services Tab - Activities

The activity that triggers the co-enrollment is: **RESEA - Title 1 Co-Enrollment**.

The screenshot displays a web application interface for managing customer information. The main window shows the 'Customer Detail' page for 'Osos, Trent' with SSN: \*\*\*-\*\*-9009 and OSOS ID: NJ009126420. The 'Activities' modal is open, showing a list of activities under the 'RESEA' category. The 'RESEA - Title 1 Co-Enrollment [LX Enrolling]' activity is selected. The modal also includes fields for 'Activity Date' (04/28/2025) and 'RR Event #'. The background page shows the 'Customer Info' section with fields for SSN, Username, Password, Last Name, First Name, Date of Birth, Gender, Portfolio Level, Address 1, Address 2, City, State, County, Country, Phone, Ext., Alt. Phone, Ext., Fax, Email, URL, and Alt. URL. The 'Customer Assignment' section shows 'Staff Assigned' as 'Osos, Staffgeneral' and 'Agency' as 'DEPARTMENT OF LABOR'. The bottom of the page has a navigation bar with buttons for 'Save', 'Start Match', 'Activity', 'I.A. Referrals', 'Correspond', 'IVR', 'Links', 'Ret To Srch', 'Comments', 'Tag', 'Schedule', 'Message', 'WIOA Eligibility', and 'Summary'.

**Activities**

- ▶ Labor Exchange
- ▶ Employment & Training
- ▶ WIOA Basic Career Services (WIA Core)
- ▶ State Specific
- ▶ Jersey Job Club
- ▶ RESEA
  - ▶ Reported
    - ☐ RESEA - Reported to RESEA Orientation/Assessment [Rpt Indiv, LX Enrolling]
    - ☐ RESEA - Reported - Work Search Waiver
    - ☐ RESEA - Reported to Initial Work Search Planning Session [LX Enrolling]
    - ☐ RESEA - Reported to Second Work Search Planning Session [LX Enrolling]
    - ☐ RESEA - Reported to Third Work Search Planning Session [LX Enrolling]
    - ☒ RESEA - Title 1 Co-Enrollment [LX Enrolling]
  - ▶ Services

Activity Date: 04/28/2025

RR Event #

Keyword(s)

Search Reset OK Cancel

## Services Tab – Activities (contd.)

When this activity is selected, the **Common Measures Enrollment** and **Labor Exchange Enrollment** are automatically entered. No other RESEA activities will trigger the co-enrollment so it's important that every participant who reports to the Initial RESEA appointment, and is eligible is given this activity.

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer Search

Customer Detail

Logout

Osos, Trent

SSN: \*\*\*-\*\*-9009 OSOS ID: NJ009126420

1 of 0

General Info

Eligibility

Add'l Info

Resume Data

Planning

Comp Assess

Programs

Outcomes

Saved Searches

Services

Tests

Comments

Attachments

Correspondence

Audit

Activities

Services

History

1-11 of 11

1

100

	Activity	Activity Date	Office	Staff	Employer	Job ID	SA	FA
<input type="checkbox"/>	WIA Enrollment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes	
<input type="checkbox"/>	Common Measures Enrollment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes	
<input type="checkbox"/>	Labor Exchange Enrollment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes	
<input type="checkbox"/>	New Job Seeker - Staff Assisted	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - Title 1 Co-Enrollment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				Yes
<input type="checkbox"/>	RESEA - Reported to RESEA Orientation/Assessment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - Reported - Work Search Waiver	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - Reported to Initial Work Search Planning Session	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				Yes
<input type="checkbox"/>	RESEA - EEO Notification	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - IEP Review	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - Referred to training	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No

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## Services – History

Under this section, you will see that the participant has automatically received RESEA services as well as WIOA Reportable services. You are **not required** to manually enter any Services for RESEA.

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

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ActivitiesServicesHistory

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	Date	Service Type	Service Name	Staff	Agency	Office	SA
<input type="checkbox"/>	04/10/2025	Program	WIOA Reportable Individual - Participation	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Program	WIOA Participation Period - Participation	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Program	WIOA - Dislocated Worker - Participation	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Program	Wagner-Peyser - Participation	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Legacy Program	WIA - Enrollment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	Yes
<input type="checkbox"/>	04/10/2025	Legacy Program	Common Measures - Enrollment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	Yes
<input type="checkbox"/>	04/10/2025	Legacy Program	Labor Exchange - Enrollment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	Yes
<input type="checkbox"/>	04/10/2025	Service	Functionally Aligned Provider Service	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Service	Functionally Aligned Provider Service	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Referred to training	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - IEP Review	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - EEO Notification	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Reported to Initial Work Search Planning Session	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Reported - Work Search Waiver	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Reported to RESEA Orientation/Assessment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Title 1 Co-Enrollment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	New Job Seeker - Staff Assisted	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No

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## Programs – Pgms/PA Summary

In the Programs tab, and “Pgms/PA Summary” sub tab, you will see that the participant is enrolled as a **WIOA Participant**, **WIOA Reportable Individual**, and a **WIOA Dislocated Worker**. You are **not required** to do anything in this section.

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP ADMIN

Customer Search **Customer Detail** Logout

**Osos, Trent** SSN: \*\*\*-\*\*-9009 OSOS ID: NJ009126420 1 of 0

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Pgms/PA History **Pgms/PA Summary** Non-Service Events Legacy Enrollments

<input type="checkbox"/>	Russell Nat'l School Lunch Act (PIRL)			
<input type="checkbox"/>	SSI - Supplemental Security Income Title XVI (PIRL)			
<input type="checkbox"/>	SSDI - Social Security Disability Insurance (PIRL)			
<input type="checkbox"/>	USDA Commodity Program (PIRL)			

**Current Programs**

	Reg Date	Term Date	Grant Number
<input checked="" type="checkbox"/> WIOA Participation Period	04/10/2025		
<input checked="" type="checkbox"/> WIOA Reportable Individual	04/10/2025		
<input checked="" type="checkbox"/> Wagner-Peyser	04/10/2025		
<input type="checkbox"/> WIOA - Adult			
<input checked="" type="checkbox"/> WIOA - Dislocated Worker	04/10/2025		
<input type="checkbox"/> WIOA - Youth			
<input type="checkbox"/> WIOA - Dislocated Worker Grants (DWG) / general-collection			
<input type="checkbox"/> Other WIOA Programs (PIRL)			
<input type="checkbox"/> Other non-WIOA Programs (PIRL)			
<input type="checkbox"/> Registered Apprenticeship - Managed (PIRL)			
<input type="checkbox"/> Adult Education (PIRL)			

Save Start Match [M] Activity [A] I.A. Referrals [R] Correspond [C] IVR [V] Links [L] Get To Srch [S] Comments [C] Tag [T] Schedule [S] Message [M] WIOA Eligibility [W] Summary [U] Job Source [J]

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