

New Jersey Workforce Innovation Notice 5-16(A)

TO: Workforce Development System

FROM: Joseph Dombrowski, Assistant Director
Employment Services

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SUBJECT: Co-enrollment Policy and Procedures

DATE: July 22, 2016

Purpose: To inform all one-stop career center staff of the procedures for co-enrolling eligible customers in the Wagner-Peyser program and Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker program.

Background

The New Jersey State Plan states that New Jersey will co-enroll one-stop customers in partner programs. This will be implemented in a two stage process as follows.

PY 2016 Implementation

Co-Enrollment of RESEA Participants with Profiling Score of 80% or Higher

Beginning on July 1, 2016, UI Claimants selected for participation in the Re-Employment Services and Eligibility Assessment (RESEA) program will be automatically co-enrolled in Wagner-Peyser and WIOA Dislocated Worker program if their Probability of Exhaustion score is 80% or higher.

Co-Enrollment of Potential and Eligible Trade Act Participants

Beginning on July 1, 2016, employees subject to WARN and former employees of companies downsizing for which a Trade Act petition has been filed will be automatically co-enrolled in Wagner-Peyser and WIOA Dislocated Worker in anticipation of a Trade Act petition approval.

PY 2017 Implementation Beginning July 1, 2017:

Co-Enrollment of Able-Bodied GA-28 Day Applicants

GA-28 Day applicants meeting “able-bodied” criteria will be automatically co-enrolled in Wagner-Peyser and WIOA Adult programs.

Co-Enrollment of Balance of RESEA Participants

UI Claimants selected for participation in the Re-Employment Services and Eligibility Assessment (RESEA) program will be automatically co-enrolled in Wagner-Peyser and WIOA Dislocated Worker program regardless of their Probability of Exhaustion score.

Co-Enrollment of Workforce New Jersey Participants

TANF/GA/FS participants in mandatory “to work” programs will be automatically co-enrolled in Wagner-Peyser and WIOA Adult programs upon reporting for an initial “to work” case management activity.

Co-Enrollment of UI Claimants upon Wagner-Peyser Enrollment Activity

UI claimants will be automatically co-enrolled in Wagner-Peyser and WIOA Dislocated Worker when a Wagner-Peyser common measures enrollment activity is triggered.

2016 Implementation

RESEA participants-Eligibility for WIOA programs will be determined at the time of the RESEA assessment/orientation. Staff will be required to obtain documentation before enrolling a customer in the WIOA Title I Dislocated Worker program in America’s One-Stop Operating System (AOSOS).

Potential and Trade Act Eligible Participants-Eligibility will be determined during the certification process by the Trade Act representatives. Staff will be required to obtain documentation before enrolling a customer in the WIOA Title I Dislocated Worker program

WIOA Dislocated Worker Requirements

1. Age 18 or older
2. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States
3. In compliance with the Military Selective Service Act (for males born on January 1, 1960, and later.)
4. Meets the criteria of a “Dislocated Worker” as defined in WIOA Sec. 3(15). There are five categories; the first category, which would be applicable to RESEA and eligible Trade Act participants, is provided below.

Dislocated Worker—The term “dislocated worker” means an individual who—

- (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or
(II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due

to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; **and**

(iii) is unlikely to return to a previous industry or occupation;

Documentation: A customer must provide one document for each criterion. Some document may be used for more than one criterion.

Age: One of the following documents may be used

Baptismal Record
Birth Certificate
DD-214 Report of Transfer or Discharge Paper
Driver's License
Federal, State, or Local Government Identification Card
Hospital record of Birth
Passport
Public Assistance/Social Service records or ID card
School Records/Identification Card
Adoption Record
Court Records

Citizenship: One of the following documents may be used.

US Passport (Undamaged)
Certified Birth Certificate, issued by city, county or state
Consular Report of Birth Abroad
Naturalization Certificate
Certificate of Citizenship

Lawfully-admitted non-resident authorized to work in the US and citizens unable to present on the document listed above for citizenship:

Any one verification document that satisfies List A of the I-9 at least one Verification document(s) that satisfy List B **AND** at least one document that satisfies List C of the I-9 (all documents must be unexpired)

A customer's LOOPS printout including a social security number can be used to verify their social security number. An RESEA or Trade Act eligible customer could present a driver's license which would satisfy the List B documents (establishes identity) and the LOOPS printout with a social security number would satisfy List C (authorization to work).

Documenting Dislocated Worker Criteria

Layoff

A WARN notice or a printout from a customer's LOOPS record can be used to document the first criterion (termination/layoff) and the second (eligible for or has exhausted UI compensation).

For RESEA participants, the customers' profile can be used as verification that they meet the third criterion (unlikely to return to previous industry or occupation).

<p>(1) a) Terminated or laid off, or has received a notice of termination or layoff, b)Is eligible for or has exhausted entitlement to unemployment compensation; <u>or</u>, has been employed for a duration sufficient to demonstrate, to the appropriate entity at the one-stop center, attachment to the workforce, (but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and c) Is unlikely to return to a previous industry or occupation.</p>		
Documentation		
<p>a) LOOPS Printout (Basic 1 Screen) Notice of Layoff. Statement from employer or union. Record of Date of Layoff. Worker Adjustment and Retraining Notification (WARN) Act notice Media Article DD-214 or other documents showing separation or imminent separation from the Armed Forces</p>	<p>b) LOOPS Printout (Basic 1 Screen or Payment Screen if necessary) UI Pay Stub Pay Check Stubs W-2 and/or Tax Returns Statement from Employer or Union Self-Certification (attachment to workforce) DD-214 or other documents showing separation or imminent separation from the Armed Forces</p>	<p>c) Labor Market Information Open Job Orders Job Search Logs Profiling Score of 80% or > Other documents as established by local area Case Notes DD-214 or other documents showing separation or imminent separation from the Armed Forces</p>
<p>(2) An individual who: a) Has been terminated or laid off, or received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; b) Employed at facility at which employer has made a general announcement that such facility will close within 180 days; or For purposes of eligibility to receive services other Career Services, is employed at a facility at which the employer has made a general announcement that such facility will close;</p>		
Documentation		
<p>LOOPS Printout (Basic 1 Screen) UI Form "Claim for Unemployment Benefits During a Permanent Mass Layoff" ES Referral to Training Form Information documented Employer Letter Announcement of closing</p>	<p>On-site certification at the employer</p>	<p>Newspaper Article Labor Market</p>

For TAA participants, the determination that a customer is unlikely to return to their previous occupation or industry must be made according to one of the criteria provided in the Adult and Dislocated Worker Eligibility Guidelines:

- **Skill Oversupply**—Based on Labor Market Information, it is determined that state or local supply of persons with the specific skills of the applicant exceeds current demand for those skills; or
- **UI Profiling Score**-A probability of exhaustion score of 80% or higher.
- **Obsolete Skills** – Based on assessment of customer’s skills, it is determined that the applicant can no longer meet the minimum requirements of jobs available in their occupation (e.g., clerical worker without word processing skills, etc.); or
- **Separation from Service**-Documentation (such as a DD-214) verifying separation or imminent separation from the Armed Forces.
- **Local Layoff Impact** - A local plant or business closing or layoff has had a significant negative impact on the availability of jobs in the applicant's primary occupation and accustomed wage/hour/skill level; or
- **No Job Offers Received** - Applicant has been available and looking for work for a number of weeks and has not received an offer for work; "number of weeks" might range from 6 to 12 weeks, depending upon the occupation, economy, and/or applicant's verified job search efforts;
- **Physical Limitations or Disabilities** - Newly acquired physical limitations or injuries occurring which limit the individual’s ability to perform the job from which they were dislocated may make an individual unlikely to return to the previous occupation. Such individuals are eligible if they fit one of the categories of the WIOA dislocated worker program eligibility, but shall have a doctor's release to work; or
- **Other Factors** - Factors that can be recorded in the customer’s AOSOS record, including staff judgment, indicating “unlikely of returning to the previous industry or occupation.

A customer cannot be enrolled in WIOA until they have provided all the necessary documentation; customers who do not have the documentation available can present the required documents at another time at which they can be enrolled.

After completing the eligibility determination and verification process, the one-stop staff person should inform the customer of all the services available in the one-stop. Referrals to a WIOA counselor or another appropriate program may then be made according to the procedures established in the local Memorandum of Understanding.

All documentation must be kept in a customer folder and all pertinent information must be entered into AOSOS.

It is important to remember that this guidance is for establishing and documenting WIOA Title I **program** eligibility only. Program eligible customers may be provided career services. Eligibility for **training services** can only be determined after an interview, evaluation or assessment and career planning conducted by WIOA counselors or ES counselors who have been directed to do WIOA counseling by the One-stop operator.

Selective Service Compliance

To receive services through WIOA, males born January 1, 1960, or later must be registered with Selective Service. Males under the age of 26 who are not registered may not be enrolled in WIOA services until they do so. For customer over the age of 26 who did not register, the Operator Manager must determine whether a customer's failure to register was not knowing or willful. (See the Adult and Dislocated Worker Eligibility Guidelines for additional information.)

Verifying and Documenting Selective Service Compliance

1. To verify that a customer has registered with Selective Service, use the Selective Service Register/Lookup button in the Add'l Info screen of AOSOS. Clicking on this button will bring up the Selective Service website.

The screenshot displays the AOSOS Customer Detail screen for a customer named "Test, Second" with SSN: ***-**-0042 and OSOS ID: NJ001953252. The "Add'l Info" tab is active, showing various sections: Programs, Income Status, Military Service, Employment Preferences, Shift Preference, and Selective Service. The Selective Service section includes a "Selective Service?" checkbox (checked), a text input field for a number, and a "Register/Lookup" button. A blue arrow points to the "Register/Lookup" button.

Section	Field/Option	Value
Programs	Lower Living Standard	Yes
	Income 70% LLSIL	Yes
	Local Priority	N/A
	Disability Status	Not Disclosed
Income Status	Migrant / Seasonal Worker	No
	Yes	No
Military Service	Service Veteran	Yes
	Active Service	Days Served: 1
	From	01/01/1971
	Thru	01/01/1971
	Service Disability	Disabled
	Current Housing	Homeless
	Current Housing (2)	
	Campaign Veteran	
	Transitioning Veteran	
	Other Eligible	
Military Branch	Air Force	
Veteran Era	Vietnam	
Employment Preferences	Work Week	
	Duration	
	Salary	
	Pay Unit	
	Date Available	
Shift Preference	Work Any Shift	No
	First Shift	
	Second Shift	
	Third Shift	
	Split Shift	
	Rotating Shift	
Selective Service	Selective Service?	Checked
	Register/Lookup	Button

2. In the Selective Service website click on the “Verify Now” button



Registration > Check a Registration

CHECK REGISTRATION

Online Verification of Your Selective Service Registration

This service allows you to look up a man's Selective Service number, as well as the date he registered. You will need to enter a last name, social security number, and date of birth for the registered man.

NOTE: Only registrations of men born on or after January 1, 1960, can be verified through this online system.

Online Verification:



This form is for people interested in verifying Selective Service registration of men born on or after January 1, 1960.

3. The customer, or staff person, with the customer’s permission, enters the customer’s last name, Social Security Number, and Date of Birth as indicated below. Follow the instructions below the identifying information, then click Submit.

Registration > Check a Registration > Check a Registration Form

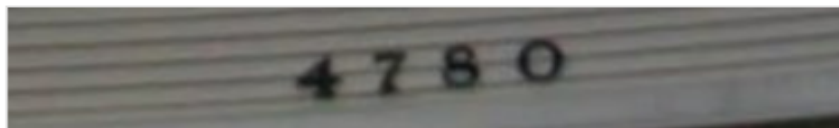
Selective Service Online Registration Search

Last Name:

Social Security Number:

 (No dashes or spaces)

Date of Birth:

 (mmddyyyy)

Type the text



[Privacy & Terms](#)

Submit

Reset

4. If the customer is registered, a Selective Service verification number will be provided. If the customer is under the age of 26 and not registered, they can be provided the opportunity to register online.

Coordination with Trade Adjustment Assistance

Training and Employment Guidance Letter 3-15 encourages co-enrollment of workers certified as eligible for TAA in WIOA. It states that once TAA eligibility has been established, partners should “continue to work together and use the systems and processes in place to serve the adult and dislocated worker populations, including co-enrolled TAA-certified workers, rather than using a parallel process that duplicates services available through the one-stop center. This would include ensuring that co-enrolled TAA participants, whose training under the TAA program must be subject to approval under TAA program criteria, are not subjected to duplicative assessments for TAA and WIOA. Additionally, TAA participants would not be allowed duplicative job search benefits under both the TAAA and WIOA. Co-enrollment may also assist in making additional funds available for On-the-job training (OJT). WIOA allows up to 75 percent reimbursement to employers for OJT, while the TAA Program allows reimbursement up to 50 percent. For OJT approved training for a co-enrolled TAA participant, the TAA Program may reimburse employers up to 50 percent and WIOA may reimburse employers up to an additional 25 percent, to bring that total up to 75 percent to align TAA Program benefits with WIOA benefits.”

Required Action

This guidance should be shared with all relevant one-stop staff and partners.

Rescissions

References and Links:

Training and Employment Guidance Letter 3-15
http://wdr.doleta.gov/directives/attach/TEGL/TEGL_03-15.pdf

Authority

New Jersey Department of Labor and Workforce Development	X
State Employment And Training Commission	

Questions

For questions regarding this guidance, contact Joseph Dombrowski, Assistant Director, Employment Services, at joseph.dombrowski@dol.nj.gov