# New Jersey Workforce Innovation Notice 8-16(A)

**TO:** Workforce Development System

**FROM:** Joseph Dombrowski, Assistant Director Employment Services

> John Bicica, Chief Office of WIOA Technical Assistance and Capacity Building

SUBJECT: Additional Co-enrollment Procedures

**DATE:** September 29, 2016

**<u>Purpose</u>**: To provide additional procedures for co-enrolling eligible customers in the Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker program and Trade Act or the Re-employment Services and Eligibility Assessment (RESEA) program.

# **Background**

New Jersey Workforce Innovation Notice 5-16 provided initial guidance on co-enrollment procedures. The additional procedures provided in this document relate to data entry in America's One-Stop Operating System (AOSOS) and the forwarding of records to the one-stop operator.

# **Recording Dislocated Worker Status and Co-enrollment**

To ensure proper recording of customers, the following information must be entered into AOSOS:

**1. Work History**-In the AOSOS Work History tab, click on the "Reason for Leaving" field, and select the appropriate DW category from the drop down list. Generally, this would be "Category 1-DW." (See below)

CU	STOMER	PRO	VIDER	EMPLOYER	R STAFF		HELP
Customer S	Search 🦷 🦲	Customer D	etail	Comp Assess	Services	Links	
st, Second	1		5	SN: ***-**-0042	OSOS ID: NJ00195	53252	1 of 1
< Gen. Ir	vio Add'i info	Pgms/PA Ob	jective Wo	rk Hist. Editer Shit	s Seved Searches Ac	tivities Comme	nts Tests WFNJ Ho
Detail				and the second second			
Job Title	Packers and P	Packagers, Hand	1			O*Net Titles O	'Net Code 53706400
Employer	ACME Packag	ging	Includ	e online Start Date	End Date	e	
Address	13 Avenue F		V	Supervisor		Phone	Ext
				•Wage		V Hou	rs/week 40
City	Bayonne		•	Reason for Leaving			
• State	New Jersey	v	Zip		Category 1-DW Schenney 2.011 mass layoff o	or closure	
-Country	United States		<b>V</b>	Job Duties	Category 3-DW self-employe Category 4-DW displaced ho	d	

2. **RESEA Co-enrollment-**When co-enrolling customers in RESEA and WIOA Dislocated Worker, the following must be done:

Click on **Activity**; this will bring up an **Activities** menu. Select **RESEA** from the menu. This will bring up a sub-menu.

×	Gen. Info Add'l Info Pgms/PA Ob	jective Work	Hist. Ed/Lic Skills Saved Searches Activities Comments Tests WFNJ Hq > >>
	Activity	Activity Dat	
J	New Job Seeker - Staff Assisted	10/22/2004	Activities Webpage Dialog
			https://webos.dol.state.nj.us/cust_activity.html
			Activities
			Labor Exchange
			Employment & Training
			WIA Core
			C State Specific
			Jersey Job Club
			Trade Act
			Veteran Services
			- Workfirst
	_		
			Antivity Data 00/02/0010
			Activity Date 08/22/2016
2	ave Start Match Ser <u>v</u> ices Comp <u>A</u> ssess	Activity I.A	RR Event #

# 3. Click on **RESEA Co-Enrollment (LX Enrolling)**

CUSTO	MER PR	ROVIDER	EMPLOYER	STAFF	HELP	
Customer Search	n <u>Custome</u>	r Detail	Comp Assess	Services	Links	
Test, Second		S	SN: ***-**-0042 O	SOS ID: NJ001953252		1 of 1
< < Gen. Info A	dd'i Info Pgms/PA	Objective Worl	k Hist. Ed/Lic Skills S	aved Searches Activities	Comments Tests W	
	Activity	Activity Dat	1 f		. 1 <u>-</u>	1 1 1
New Job Seeke	r - Staff Assisted	10/22/2004	Activities Webpa	ige Dialog state.nj.us/cust_activity.htn	-1	<u>×</u>
				state.nj.us/cust_activity.nth	ni	
Save Start Match	Services Comp Ass	ess <u>Activity</u> IA	L RESEA	A - DNR to Second Work Sea A - DNR to Third Work Sear EEO Notification Excused Labor Market Information Referred to UI for Adjudi Reported - RESEA Assec Reported for Initial Work Reported for Second Work Reported for Third Work Rescheduled - RESEA A UI Eligibility Review Co-Enrollment [LX Enrollin 22/2016	rch Planning Session In Iscation (RESEA) Issement/Orientation Issearch Planning Session Issearch Planning Session Issearch Planning Session Issessment/Orientation Ingl Issessment/Orientation Issessment/Orie	sion [LX ession [LX sion [LX

Additional Information - The following information must also be recorded for co-enrolled individuals.

Date of Birth - Date of Birth must be recorded for co-enrolled participants.

**Selective Service** -The Selective Service box must be clicked for males born after January 1, 1960 who registered for Selective Service and the Selective Service Verification Number can be entered. **Note**: While males who served in the military are required to register for Selective Service, when a person who served does not register, documentation of previous military service can be used to verify the failure was not knowing or willful. (See NJWIN 5-16 for additional information on Selective Service.)

# **Record Retention**

Per State policy, records must be maintained for no less than seven years; three in the local office and four in archive.

# **Important Note to Employment Service Managers**

All documentation used to determine WIOA eligibility such as a copy of a driver's license and LOOPS printout with Social Security Number must be kept in an individual customer folder, which will be given to the local one-stop operator no more than five business days after the eligibility determination has been completed.

# **Required Action**

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

# **Rescissions**

None

# **References and Links:**

None

# <u>Authority</u>

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

# **Questions**

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