TO: Workforce Development System

FROM: Joseph Dombrowski, Assistant Director
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Office of WIOA Technical Assistance and Capacity Building

SUBJECT: Additional Co-enrollment Procedures

DATE: September 29, 2016

Purpose: 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)
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.

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

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**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.

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

**Rescissions**
None

**References and Links:**
None

**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