

Steve Franks
Director
OC Community Resources

Jennifer Phillips
Director
OC Animal Care

Karen Roper
Director
OC Community Services

Mark Denny
Director
OC Parks

Helen Fried
County Librarian
OC Public Libraries

January 15, 2009

To: All Contractors of the Orange County Workforce Investment Area

From: Andrew Munoz
Community Investment Division Administrator/
Workforce Investment Board Executive Director



Re: Co-Enrollment Policy
Information Notice # 08-OCWDA-24

PURPOSE:

The purpose of this notice is to provide guidance when enrolling participants into more than one funding stream. The following specifies the scope for enrollments:

- A. Identify participants who can benefit from the services of other funding streams;
- B. Track the funding streams that pay the costs of services provided to individuals who participate in programs concurrently and credit enrollments under appropriate funding stream; and
- C. Coordinate provision of services, including training and supportive services, for concurrently enrolled individuals and ensure that services are not duplicative.

EFFECTIVE DATE:

This policy is effective on the date of issuance.

POLICY AND PROCEDURE:

Definition: Co-Enrollment – the concurrent or dual enrollment of a participant with another funding stream allowing for the coordination of funds for training and other services, without duplicating services or efforts.

The intent of a co-enrollment is to ensure that needed services for individuals are provided through the most appropriate funding stream and to leverage resources. Co-enrolled services must fall within the scope of allowable activities and services. It is not the intent of a co-enrollment solely to receive enrollment credit, in a particular funding stream, to satisfy planned numbers stipulated in contractual agreements. *Contractors may co-enroll participants only under the following circumstance: funds in a particular grant have been depleted and enrolled participants are in need of training and supportive services to complete employment/service plans.* Any other co-enrollment must be approved by the OCWIB Administrative Office. Co-



enrollment requests must be submitted, using the attached form, with a written explanation for the purpose of the co-enrollment. Submit co-enrollment request forms to the MIS Unit.

In order to be considered for co-enrollment, contractors shall adhere to the following:

A. Eligibility and Services:

- Individuals may be concurrently enrolled only if they have met the eligibility requirements of the additional program(s) at the time the individual was originally determined eligible to receive services. Documents must be included in case files to support eligibility determination and services provided.

B. Reporting and Performance:

- Contractors will continue to use the appropriate co-enrollment codes (as stipulated in the Client Forms Handbook). Contractors have the responsibility to monitor participant activity, verify completion of training, identify participant needs and report participant activity in MIS forms. Contractor will receive credit for the outcomes under each funding stream.

ACTION:

Bring this policy to the attention of all affected staff.

ATTACHMENT:

Co-Enrollment Request Form

INQUIRIES:

If you have any questions regarding this policy, contact your OCWIB Contract Administrator.



Orange County

Workforce Investment Board

1300 S. Grand Avenue, Bldg. B, 3rd Floor, Santa Ana CA 92705
Phone (714) 567-7528 Fax (714) 834-7132

www.ocwib.org

OCWIB CO-ENROLLMENT REQUEST FORM

Requested By: (Provider's Name)

Today's Date:

___ / ___ /20___

Client's Name:

Application #

Primary Enrolled Grant # or Program

Requesting to co-enroll in:

(Grant or Program)

Reason for Co-Enrollment:

OCWIB ADMINISTRATIVE OFFICE USE ONLY

_____ Approved

_____ Not Approved

Date: ___ / ___ /20___

Reason for Denial:

By
