



DWD Issuance 19-2009

Issued: May 10, 2010
Effective: July 1, 2010

Subject: Missouri's Wagner-Peyser, WIA Adult and Dislocated Worker Automatic Enrollment Policy

1. Purpose: To provide policy on the automatic enrollment of career center customers in Wagner-Peyser, WIA Adult, and Dislocated Worker programs.
2. Background: Much has been written by USDOL regarding the exact point at which customers *must* be included in the WIA performance outcome calculations for which a State or Local Area is accountable. In order to accomplish the goals of the Next Generation Career Center (NGCC) model, the Missouri Division of Workforce Development (DWD) is committed to being accountable for *all* individuals benefitting from WIA funds, not just those individuals receiving Staff-Assisted services. Therefore, under the NGCC model, all customers will be enrolled in and included in the performance outcomes, of every WIA funding stream for which they are eligible.

This policy reflects the U.S. Department of Labor, Employment and Training Administration's approval of the following streamlined eligibility determination, documentation, and Data Element Validation process as a pilot project for a period of two years beginning July 1, 2010.

A Missouri Career Source (MCS) record is created for all customers that enter the workforce system. As soon as a service is recorded on that record, Wagner-Peyser participation begins. At the Core level, anyone age 18 or older also meets the requirements for WIA Adult participation. Thus, using the Wagner-Peyser participant record as the basis for enrollment in WIA Adult Core becomes simplified.

3. Substance: In order to assist in creating a smooth customer flow, provide an accountability process for enrolling customers (as outlined above), and at the same time, reduce the burden on staff to provide additional data entry, Next Generation Career Center staff will not need to complete the Toolbox 2.0 Application, Eligibility or Enrollment tabs in order to create these WIA enrollments.

The State has ensured that all USDOL-required WIA Data Elements are included in the MissouriCareerSource (MCS) / ToolBox 2.0 record, so the inclusion of the Wagner-Peyser (W-P) participants in the WIA performance can happen automatically, with very little additional staff effort. The data entry procedure is outlined in Attachment 1 of this Issuance. This process supersedes the WIA registration process outlined in DWD Issuance 06-2007.

Time formerly spent by staff evaluating, considering, or otherwise screening individuals for enrollment in the WIA program can now be spent immediately providing WIA services because the individual is automatically included in the WIA

performance as soon as the MCS record is completed and any countable service is received.

Wagner-Peyser

All Workforce System customers with a completed MCS record and a countable service are considered to be enrolled as participants in the W-P program and are included in the Common Measures performance calculations for the W-P funding stream.

WIA Adult

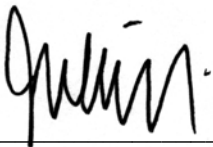
All W-P participants age eighteen years and older will be enrolled as participants in the WIA Adult program (at the Core level), and will be included in the Common Measures performance calculations for the WIA Adult Funding stream.

WIA Dislocated Worker

Any individuals identified by the Missouri Division of Employment Security as being eligible for Worker Profiling or Trade Act, and any claimant who begins their fifth week of an Unemployment Insurance claim meet the definition of Dislocated Worker and will be automatically enrolled in the Dislocated Worker program at the Core level (see DWD Issuance 21-2009).

Individuals determined by Career Center staff to be in need of Intensive and/or Training services are subject to a higher level of eligibility documentation as required by Federal and State policies and procedures. The requirement for staff to determine and document eligibility for Intensive and Training services has not changed due to this automatic enrollment policy.

- 4. Action: This issuance is effective July 1, 2010.
- 5. Contact: For more information about this issuance, please contact Steve Reznicek, Manager, Quality Assurance, 573-522-3015, or Steve.Reznicek@ded.mo.gov.
- 6. Reference: DWD Issuance 05-2009: Strategic Framework for Missouri's Next Generation of Career Centers and DWD Issuance 21-2009: Dual Enrollment Policy for the Dislocated Worker Program.
- 7. Rescissions: DWD Issuance 06-2007
- 8. Attachments: Next Generation Career Center Minimum Enrollment and Documentation Requirements



Julie Gibson, Director