

West Central Arkansas Workforce Development Board Lisa Greene, Chair

Non-Duplication of Services and Co-Enrollment/Co-Funding Policies and Procedures

Policy Number:	WCAWDB- Policy 2024-02		
Change Number:			
Date Approved:	October 10, 2024	Effective Date:	October 10, 2024

Purpose:

The purpose of this policy is to provide clear guidance on co-enrollment and co-funding across multiple programs.

Policy:

When a participant is involved in or referred to more than one program, the WIOA Title I Service Provider will ensure that there is no duplication of services for that individual. The following methods may be used, but are not limited to:

- Statements from the participant
- Communication between partners or other entities
- Information available in Arkansas JobLink
- Communication with training institutions
- Additional measures may also be employed to prevent the duplication of funds.

References:

WIOA § 134(b)(2)(A)(v)	20 CFR 680.230
20 CFR 680.350	20 CFR 681.430 - 440
TEGL 19-16	A.C.A. 15-4-3711(a)(10)(D)

Procedures:

Non-Duplication of Services

WIOA staff must document all services provided to participants in their files, including the Individual Service Strategy (ISS) or Educational Development Plan (EDP), and in the AJL Enrollment Notes. Additionally, staff should ensure that any new services do not duplicate existing ones.

Co-Enrollment/Co-Funding

For participants with co-enrollment or co-funding, all relevant documentation must be submitted to the designated staff and recorded in the participant's file, ISS/EDP, and AJL Enrollment Notes, and entered in the AJL Partner Provided service section, if applicable.

Lisa Greene, Chair

Date

WCAWDB is an equal opportunity provider of employment and training services. Auxiliary aids and services are available up request to person of disability, if available.