



Co-enrollment in WIOA LWIA 7 and Statewide Grants (LWIA 90)

Overview

The Illinois Department of Commerce and Economic Opportunity (DECO) awards special, state-wide grants directly to agencies. These state-wide grants are administered in IWDS, the state WIOA system of record, under LWIA 90. Customers may be co-enrolled in traditional WIOA through LWIA 7 and a statewide grant. This procedure explains:

1. When and why customers should be co-enrolled.
2. The necessary coordination between the LWIA 90 and LWIA 7 Career Coaches when a customer is co-enrolled.
3. How to track and manage co-enrollments in Career Connect (the LWIA 7 data system) and IWDS.

Any questions about this procedure should be directed to the Chicago Cook Workforce Partnership (The Partnership) at helpdesk@workforceboard.org. LWIA 90 grantees should copy Jim Potts James.Potts@illinois.gov and Kris Theilen Kristofer.Theilen@illinois.gov.

How Can I Tell if a Client is Enrolled in Another LWIA?

Customers may only be co-enrolled in LWIA 7 and Statewide Grants administered under LWIA 90. If a client is co-enrolled in another LWIA, including LWIA 27 / TAA, he/she cannot be co-enrolled. He/she may be transferred to LWIA 7 if the other LWIA agrees.

The only way for an LWIA 7 agency to determine if a customer is co-enrolled in another LWIA is to check IWDS **before** completing the WIOA Application in Career Connect. For instructions on how to search for a customer in IWDS, see “Appendix A – Search for Enrollment in Another LWIA” below.

Since LWIA 90 grantees are working directly in IWDS, they have the ability to see if a customer is already enrolled in LWIA 7, and must contact the LWIA 7 agency **before** enrolling the customer in LWIA 90. It is also possible, that an LWIA 90 customer could become co-enrolled in LWIA 7 without the LWIA 7 agency knowing that the customer is already receiving services. If an LWIA 90 agency suddenly sees an LWIA 7 application in IWDS, they should contact that agency ASAP. If that agency is not responsive, then please contact The Partnership at helpdesk@workforceboard.org and we will reach out to the LWIA 7 agency.

Why Co-enroll?

Customers should **ONLY** be co-enrolled when there is a programmatic reason to leverage both traditional WIOA and state-wide grants, **AND** when both grantees agree to co-enroll and coordinate services. Reasons to co-enroll may include:

- An instance where a State-wide Grant is set-up for an innovative, non-traditional training program that is not available under traditional WIOA formula funding.
- A State-wide grant is specifically set-up for a program that meets the clients assessed needs to regain full-time, self-sustaining employment. An example of this is, enrollment in an Adult Apprenticeship program currently being offered through some of our state-wide grantees.
- Limited training dollars are available under traditional WIOA formula funding, so the State-wide grant picks up the training service and the LWIA formula grant might fund the supportive services.

Only co-enroll if both the state-wide grant and the formula grant have services the individual needs.

Coordinating Co-enrollments

When a customer is co-enrolled the following must be coordinated across the two programs:

1. Individual Employment Plan (IEP) / Individual Service Strategy (ISS)
2. Services
3. Exit

IEP/ISS Coordination

The customer must have a coordinated IEP/ISS with common goals and objectives. The plan must specify which program/grant will fund the various services. For IEP/ISS forms completed in Career Connect, the IEP/ISS Objectives that correspond to each program/grant should be labeled with the providing LWIA at the beginning of the Objective. For example, if the statewide grant is paying for training, all training-related objectives should start with "LWIA 90". If case management, supportive services, and job referral and placement services, are being paid for out of WIOA formula funds, then those objectives should start with "LWIA 7". See below for an example.

Objective Information

Goal Description	Objective	Date Established	Review Date	Program(s)
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 7: Attend Job Readiness Workshop	10/20/2018	10/30/2018	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 90: Research LMI & Occupations	10/20/2018	10/30/2018	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 90: Research Training Providers & Programs	10/20/2018	11/10/2018	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 90: Submit ITA Approval Documents	10/20/2018	11/20/2018	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 90: Attend Occupational Training	01/03/2019	01/15/2019	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 90: Give Career Coach Timely Training Documentation	01/03/2019	01/15/2019	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 90: Attain Credentials/Certifications	01/03/2019	02/17/2019	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 90: Pass Certification / Licensing Exam	01/03/2019	02/28/2019	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 7: Support Service - Child/Dependent Care	10/20/2018	12/04/2018	WIOA
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 7: Support Service-Transportation Assistance	10/20/2018	12/04/2018	WIOA

If the IEP/ISS is developed in Career Connect, print the plan from Career Connect, have the participant sign, and place one copy in the LWIA 7 file and one in the LWIA 90 file since files will be monitored separately.

For instructions on how to add the LWIA to a pre-defined objected, see "Appendix B" below.

Service Coordination

A client should only be co-enrolled if each agency is providing services that the individual needs to meet his/her employment goals outlines in the IEP/ISS. Services provided should be directly related to helping clients meet the goals and objectives in their IEPs/ISSs. Therefore, the services provided under LWIA 7 and entered in Career Connect should be related to the LWIA 7 IEP/ISS objectives. Services that further the LWIA 90 objectives should be entered in IWDS under the LWIA 90 application.

Both grantees must enter and close services in a timely and accurate manner. Based on the example above, all ITA Training services (including training program exploration) would be entered in IWDS under LWIA 90. Support services, resume development, and job placement services would be entered in Career Connect.

The IEP or ISS Development service should be in both systems, since it needs to be a joint plan (and because many other services cannot be added until the IEP/ISS service is entered.)

In Career Connect, agencies must also enter the “Co-enrolled in IWDS (Check IWDS Before Closing/Exiting)” service (code 226 for Adult/DW, code 449 for Youth). This service is meant to flag that the customer is co-enrolled and that the Case Closure/Exit needs to be coordinated with the LWIA 90 provider. When entering the “Co-enrollment” service in Career Connect:

- The service Actual Begin Date should equal the LWIA 90 Registration date. (If the LWIA 7 Participation date is **after** the LWIA 90 Registration date, then the Co-enrollment service Begin Date should equal the LWIA 7 Participation date.)
- The service should remain open until the customer is ready for exit ***in both programs***.
- The service should include a Case Note explaining why the customer is co-enrolled and which agency is administering the co-enrolled grant.
- **Note the “Co-enrollment” service:**
 - DOES NOT transmit to IWDS.
 - Is not an “Active” service, so it does not keep the customer off the 120-day exit report.

Case Closure / Exit Coordination

The customer cannot be exited from either LWIA 7 **OR** LWIA 90 until all services are completed in **BOTH** programs. Thus, the **exit must be coordinated by both agencies** as follows:

1. Ensure that ALL services have been entered for both programs.
2. Close any open services in both IWDS and Career Connect. The Actual End Date for the Career Connect “Co-enrolled” service should be the exit date. **Note:** IWDS will not allow an Exit from LWIA 90 if LWIA 7 services remain open.
3. Enter any measurable skills gains and credentials earned in both Career Connect and IWDS.
4. Complete the LWIA 90 Exit in IWDS **FIRST**. (IWDS will display an alert on the exit screen that the customer is co-enrolled in LWIA 7.)

General Exit

[Nine I. Nails](#) [Application Summary](#)
SSN: ***-**- 2254 **App LWA:**90 **App Date:**10/20/2017
Exit Date: 12/15/2017

Title	Registration Date	LWA	Reason
1D	10/20/2017	90	Entered Unsubsidized Employment <input type="button" value="v"/>
1A	10/17/2017	7	Please contact The Partnership to exit the Career Connect application.
1D	10/17/2017	7	Please contact The Partnership to exit the Career Connect application.

NOTE: If the customer is exited in Career Connect first, the exit will **NOT** transmit to IWDS.

- On **the same day** that the LWIA 90 Exit is completed in IWDS, complete the LWIA 7 Closure screen in Career Connect. This will automatically create the Career Connect Exit with an Exit Date equal to the end date of last active service in Career Connect. (If the last active service end date is more than 120 days in the past, please contact The Partnership at helpdesk@workforceboard.org for Exit instructions ASAP.)

☐ Closure

[Edit Closure](#)

Closure Date: 12/15/2017

☐ Exit / Outcome

[Edit Exit/Outcome](#)

Exit Date: 12/15/2017 **Exit Reason:** Entered Unsubsidized Employment

- Wait 15 minutes and then check IWDS to confirm that the LWIA 7 application is exited with the **SAME Exit Date** as the LWIA 90 Exit Date. **If there are any discrepancies between the LWIA 7 and the LWIA 90 exit, submit a request to the Career Connect Help Desk (helpdesk@workforceboard.org) immediately.** Please include the customer name, the Career Connect State ID#, the LWIA 7 and LWIA 90 exit dates, and specify that this is a co-enrolled customer that needs the exit dates fixed to match in both LWIAs.

Exit Control Panel

[Nine I. Nails](#) [Application Summary](#)

SSN: ***-**- 2254 **App LWA:** 7 **App Date:** 09/28/2017

GENERAL			<input type="button" value="Update"/>
Exit Date: 12/15/2017			
Title	Registration Date	Exit Reason	
1A	10/17/2017	Entered Unsubsidized Employment	
1D	10/17/2017	Entered Unsubsidized Employment	
CREDENTIALS			<input type="button" value="Update"/>

Exit Control Panel

[Nine I. Nails](#) [Application Summary](#)

SSN: ***-**- 2254 **App LWA:90** App Date:10/20/2017

Return

GENERAL		<input type="button" value="Update"/>
Exit Date: 12/15/2017		
<u>Title</u> 1D	<u>Registration Date</u> 10/20/2017	<u>Exit Reason</u> Entered Unsubsidized Employment

7. LWIA 7 and LWIA 90 agencies should continue tracking quarterly follow-up in both systems in accordance with program procedures. Quarterly Follow-ups must be entered in each system.

Co-enrollment Reporting

This section provides instructions for running Co-enrollment reports in both Career Connect and IWDS.

IWDS LWIA90 Co-enrollment Report

The IWDS co-enrollment is designed to help ensure that both LWIA 90 and LWIA 7 agencies are aware of co-enrollments and that co-enrolled customers are exited correctly in both systems (based on the procedures above). The IWDS report returns all customers that are co-enrolled in LWIA 90 and another LWIA that are:

- Registrants in both LWIAs
- Exited in one LWIA, but not the other
- Exited in both LWIAs with different exit dates

Step 1: Log into IWDS and click on “Reporting Menu”.

Staff Menu

Administrative Functions

- [Search IWDS Users](#)
- [Add IWDS User](#)

Case Management

- [My Applications](#)
- [My Registrants](#)
- [My Exiters](#)
- [My Customers](#)
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- [Search Customers](#)

Performance Management

- [View Your LWA Goals](#)
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- [Search Goals](#)
- [Outcomes-Preliminary\(PostQtrWages no\)](#)
- [Outcomes-YTD Mgrs\(PostQtrWages firm\)](#)
- [Outcomes-Final\(PYs reported to DOL\)](#)

Grant Information

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DETS Information

- [My Events](#)
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Entity Information

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Training Provider Information

- [Pending Training Programs](#)
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- [Add Training Program](#)
- [Add Training Provider](#)
- [Evaluate Training Programs](#)

My Information

- [Change My Password](#)

Reporting

- [Reporting Menu](#)

Step 2: In the “Participant” section, click on “WIOA Co-enrolled in LWIA 90 Report” link.

Step 3:

- Enter your desired served start and end dates (e.g. 07/01/2018 to 06/30/2019 to get all co-enrollees in the Program Year 2018).
- Select your desired report format (pdf, Excel, or Excel extended).
- Click “View Report”

Reporting Criteria

WIOA Co-Enrolled in LWIA 90 Report

Served Date:
07/01/2018

to:
06/30/2019

Report Format:
PDF

Description: PURPOSE: This report is designed to provide a list of WIOA Participants that are co-enrolled in LWIA 90.

[View Report](#) [Cancel](#)

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Step 4: As displayed below, the report will include 2 rows for each customer, one row with the LWIA 7 information and one row with the LWIA 90 information.

WIOA Co-Enrolled in LWIA 90 Report								Report Date: 04/01/2019
								Report Time: 11:33:25AM
								Report Num: CISCU129
LWA/Office:	Customer Name	Last 4	Title	App Status	Career Planner	Reg Date	Exit Date	Exit Reason
7 - Arlington Heights Workforce Center	Joe Miles API	3838	1A	Registrant	Dena Al-Khatib	9/1/2018		
90 - LWA 007	Joe Miles API	3838	1A	Registrant	Marcia90 Case Mgr	8/14/2018		
7 - Oak Forest Workforce Center	Charles API0790	1228	1A	Registrant	Dena Al-Khatib	1/15/2017		
90 - LWA 007	Charles API0790	1228	1A	Registrant	Marcia90 Case Mgr	1/1/2018		

Career Connect Co-enrollment Service Report

The Career Connect Co-enrollment Service report is meant to ensure that all co-enrolled customers have been correctly identified as co-enrolled (via the Co-enrolled service). The report returns all of an agency’s customers that have the 226/449 “Co-enrolled in IWDS” service attached to them.

Step 1: Go to *Detailed Reports > Service Reports > Services Provided Individuals > Service section > List*

Step 2: Select the following report filters:

- Program: Title I – Workforce Development (WIOA)
- Customer Group: Select as desired; leave as “None selected” for all customer groups
- Office: Select your office
- Activity / Service Code: Select 226 and 449 (hold down the CTRL key to select both service codes)

- Activity Completion Status: select “N/A” to return *open* 226/449 services; leave as “None Selected” to return all 226/449 services.
- Date Filter: Select “Actual Begin Date” and choose your desired date range.

Step 3: Click “Run Report”. The report will show all WIOA customers who have the Co-enrolled service.

Appendix A – Search for Enrollment in Another LWIA

In order to know if a customer is co-enrolled in another LWIA, LWIA 7 agencies should log into IWDS and search for existing WIOA applications **prior to** enrolling a customer in WIOA. Note that customers may only be co-enrolled in LWIA 7 and LWIA 90 (special state grants) in accordance with these procedures.

If a customer is currently enrolled with an LWIA other than 90 (or has been exited from WIOA or TAA less than 90-days ago) then the customer CAN NOT be enrolled in WIOA through LWIA 7.

To check for an existing enrollment or recent exit in IWDS:

1. Login to IWDS:

<https://iwds.dceo.illinois.gov/iwds/ISM0055?command=LOGON&jsFlag=Enabled&ssFlag=isEnabled>. (If you are an LWIA 7 agency and do not have an IWDS account or need your account re-activated, please email the Career Connect Help Desk at helpdesk@workforceboard.org.)

2. Click on “Search Applications”

IWDS Illinois Workforce Development System

Staff Menu

- Administrative Functions**
 - [Search IWDS Users](#)
 - [Add IWDS User](#)
- Case Management**
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 - [View State Goals](#)
 - [Search Goals](#)
 - [Outcomes-Preliminary\(PostC](#)
 - [Outcomes-YTD Mgrs\(PostQt](#)
 - [Outcomes-Final\(PYs reporte](#)

3. Search for your customer in one of the following ways. Note that IWDS searches for exact spellings:

- Last Name
- Last Name and First Name
- Part of Last Name
- Part of last Name and part of first name
- Part of last Name and last four of SSN
- Entire last Name and last four of SSN

A good way to search is the first initial of the last name, first initial of the first name, and last four. For example to find customer Hazel WIOA1D 9432, try:



Search Applications

Last Name:
First Name:
SSN # (Last 4 Digits):
Birth Date:
Program:
Status:
Filter List of Career Planners by LWA:

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- If the customer displays as an "Applicant" or "Registrant" then he/she is already working with another LWIA. To see which LWIA, click "View".

List Applications

1 found Page 1 of 1

	Name	SSN	App Date	Program	Status	TAA Status	Career Planner
<input type="button" value="View"/>	WIOA1D, Hazel	***-**- 9432	10/16/2018	WIOA	Registrant		Student One

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- At the top of the Application Menu screen, you can see which LWIA is currently working with the customer.



Application Menu

[Hazel WIOA1D](#) [Application Summary](#)
SSN: 9432 **App LWA:90** **App Date:10/16/2018**

6. Before enrolling this customer in WIOA under LWIA 7, **you must contact the current LWIA**. If the customer is enrolled in LWIA 90, he/she may be co-enrolled if both agencies agree and if there is a clear purpose for co-enrolling. If the customer is co-enrolled with any other LWIA, he/she must be transferred to LWIA 7. Please see the "Transfer In" procedures on the Career Connect Help Desk.

To find the contact information for the Career Planner, click on "Application Summary" and then on the Career Planner's name.

Application Summary

[Hazel WIOA1D](#)

LWA: 90 - State Workforce Investment Area

Statutory Program: WIOA

Certified Titles: 1D - 1N - 1S - 1E - 1DC - 1EC -Dislocated Career Services - Unlikely to Return to Previous Industry or Occupation
1D - 1N - 1S - 1E - 1DC - 1EC -Dislocated Training Services - Unlikely to Return to Previous Industry or Occupation

Application Status: Registrant

Application Date: 10/16/2018

Registration Date: 11/01/2018

Exit Date:

Career Planner: [Student One](#)

Service Start Date	Service End Date	Service Provided	Status	St
01/07/2019		Private Sector OJT	Open	Stu
11/02/2018	01/06/2019	Case Management	Successful Completion	Stu
11/01/2018	01/07/2019	Development of an IEP	Successful Completion	Stu

View Staff Information

Name: [Student One](#)

Partner: 90-State Workforce Investment Area

Illinois workNet(TM)Center: LWA 020

Address: Land of Lincoln Consortium, 1300 South Springfield, IL 62703

Work Phone: [\(217\)558-2460](#)

Email Address: student1@class.com

Return

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Appendix B – Adding the LWIA to a Pre-defined Objective

In order to add the LWIA to a predefined objective:

1. In the IEP/ISS Plan (*Staff Profile > Case Management Profile > Plan > Individual Employment Plan/Service Strategy*) go to the Objectives screen and click on “Select pre-defined objectives”.

Chicago Transit Authority	Exam			
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 7: Support Service - Child/Dependent Care	10/20/2018	12/04/2018	W
Secure a job as a Bus Driver with the Chicago Transit Authority	LWIA 7: Support Service-Transportation Assistance	10/20/2018	12/04/2018	W

[Add new objective](#)

Select pre-defined objectives

[Exit Wizard](#)

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2. Select the appropriate Goal and Program Affiliation and the list of Pre-defined Objectives will appear.

Objective Information

* **Goal** Secure a job as a Bus Driver with the Chicago Transit Authority ▼

* **LWDB/Region** Chicago Cook Workforce Partner: ▼

* **Office Location** Arlington Heights Workforce Cen ▼

* **Program Affiliation** Title I - Workforce Development (WIOA) ▼

	Pre-defined Objectives	Date Established	Review Date
<input type="checkbox"/>	Attend Job Readiness Workshop	<input type="text"/> (mm/dd/yyyy)  Today	<input type="text"/> (mm/dd/yyyy)  Today
<input type="checkbox"/>	Attend Financial Literacy	<input type="text"/> (mm/dd/yyyy) 	<input type="text"/> (mm/dd/yyyy) 

3. Click on the Objective(s) that you want to add to the plan, add the “Date Established”, and update the “Review Date” as appropriate. Once you have added all the Objectives, scroll to the bottom of the screen and click “Next” or “Save” to save.

		(mm/dd/yyyy)	(mm/dd/yyyy)
<input checked="" type="checkbox"/>	Develop / Revise Resume	Today <input type="text" value="02/10/2019"/> (mm/dd/yyyy) Today	Today <input type="text" value="02/15/2019"/> (mm/dd/yyyy) Today
<input checked="" type="checkbox"/>	Create Cover Letter	Today <input type="text" value="02/10/2019"/> (mm/dd/yyyy) Today	Today <input type="text" value="02/15/2019"/> (mm/dd/yyyy) Today
<input checked="" type="checkbox"/>	Apply for Jobs on a Weekly Basis	Today <input type="text" value="02/10/2019"/> (mm/dd/yyyy) Today	Today <input type="text" value="02/20/2019"/> (mm/dd/yyyy) Today

4. Click on the “Edit” link for each Objective.

Secure a job as a Bus Driver with the Chicago Transit Authority	Develop / Revise Resume	02/10/2019	02/15/2019	WIOA	Al-Khatib, Dena	Open	Edit Delete
Secure a job as a Bus Driver with the Chicago Transit Authority	Create Cover Letter	02/10/2019	02/15/2019	WIOA	Al-Khatib, Dena	Open	Edit Delete
Secure a job as a Bus Driver with the Chicago Transit Authority	Apply for Jobs on a Weekly Basis	02/10/2019	02/20/2019	WIOA	Al-Khatib, Dena	Open	Edit Delete

5. Edit the "Objective" by adding the applicable LWIA at the beginning of the field. Click "Save" at the bottom of the screen.

Objective Information

* Goal	Secure a job as a Bus Driver with the Chicago Transit A
Goal Date Established	10/20/2018
* LWDB/Region	Chicago Cook Workforce Partner: ▼
* Office Location	Arlington Heights Workforce Cen ▼
* Program Affiliation	Title I - Workforce Development (WIOA) ▼
* Objective	LWIA 7: Develop / Revise Resumε
* Date Established	02/10/2019 (mm/dd/yyyy)  Today.
* Review Date	02/15/2019 (mm/dd/yyyy)  Today.