



Strengthening Working Families Initiative

A Tip Sheet on Co-Enrolling Participants in SWFI and WIOA

Co-enrolling participants in multiple programs is a useful strategy for increasing enrollment and providing participants with a complete set of training and supportive services. This tip sheet highlights the common eligibility requirements and priority populations under the Strengthening Working Families Initiative (SWFI) and Workforce Innovation and Opportunity Act (WIOA) Title I programs; current co-enrollment practices of several SWFI grantees; and existing resources regarding eligibility requirements and co-enrollment strategies.

Eligibility criteria and priority populations

The table below highlights the alignment between the eligibility requirements and priority populations of the Strengthening Working Families Initiative (SWFI) and WIOA Adult and Dislocated Worker programs. SWFI participants up to age 24 may also qualify for the WIOA Out-of-School Youth program.

	SWFI	WIOA Title I (Adult and Dislocated Workers)
Age	17+	18+
Education	Not enrolled in secondary school	<i>No requirement</i>
Work Status	Authorized to work in the United States	Authorized to work in the United States
Parent	Custodial parent, legal guardian, foster parent, or other person standing in loco parentis of at least one dependent that is 13 years of age or younger OR at least one dependent with a disability or developmental delay that may exceed 13 years of age	<i>No requirement</i>
Priority populations	<ul style="list-style-type: none"> ◆ Unemployed or underemployed low-skilled parents with training and child care needs ◆ Military spouses with dependents in need of training and employment assistance ◆ Low-skilled frontline incumbent workers who are parents with child care responsibilities ◆ Parents enrolled in or pre-qualified for: <ul style="list-style-type: none"> ○ WIOA Adult and Dislocated Worker services (including displaced homemakers) ○ WIOA Youth services ○ Temporary Assistance for Needy Families (TANF) ○ Child Care Development Block Grant ○ Head Start and Early Head Start 	Individuals with barriers to employment, including: <ul style="list-style-type: none"> ◆ Displaced homemakers ◆ Low-income individuals ◆ Indians, Alaska Natives, Native Hawaiians ◆ Individuals with disabilities ◆ Older individuals (55+) ◆ Ex-offenders ◆ Homeless individuals ◆ Youth who are in or have aged out of foster care system ◆ Individuals who are English Language Learners (ELL), have low levels of literacy, and face substantial cultural barriers



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	SWFI	WIOA Title I (Adult and Dislocated Workers)
Priority populations (cont.)	<ul style="list-style-type: none"> ○ Supplemental Nutrition Assistance Program (SNAP) ○ Community Service Block Grant ○ Community Development Block Grant ○ Child Care Access Means Parents in School program 	<ul style="list-style-type: none"> ◆ Eligible migrant and seasonal farmworkers ◆ Within 2 years of exhausting lifetime TANF eligibility ◆ Single parents ◆ Long-term unemployed

Spotlight on SWFI grantee co-enrollment

The following grantees currently co-enroll some or all of their SWFI participants in WIOA Title I services:

- ◆ **City of Long Beach has built SWFI enrollment into their general case flow to aid co-enrollment with WIOA.** Because WIOA screening is more intensive, City of Long Beach first tries to enroll participants into WIOA. If they have children and are interested in eligible industries, the participants are automatically enrolled in SWFI. For example, Long Beach collects pay stubs and identifies members of the family during the WIOA screening process to ensure that the family is within the allowable threshold for WIOA enrollment. Long Beach does not conduct this verification for SWFI. As an agency, they have training money under WIOA and SWFI so they split training costs 50/50. Long Beach uses SWFI funds to provide child care. The grantee uses WIOA funds to offer co-enrolled participants additional supportive services such as bus passes and interview attire. Long Beach has a process for tracking and generating reports on co-enrollment in their CalJobs data system so both SWFI and WIOA program managers can track participants' progress.
- ◆ **City of Phoenix co-enrolls to boost recruitment, aid sustainability, and streamline child care enrollment.** SWFI staff at the City of Phoenix and their partner Maricopa County have been working with their WIOA counterparts to develop a more sustainable program model. Their intent is to co-enroll SWFI participants in WIOA even if SWFI participants do not immediately receive WIOA services. This approach will enable SWFI to enroll participants in WIOA training that will end after the SWFI grant end date. Through co-enrollment, SWFI participants gain automatic access to the Arizona Department of Economic Security (DES) childcare providers and rate structuring under WIOA and WIOA participants gain access to fuel cards and longer-term childcare funding. The City of Phoenix uses the same data system for WIOA and SWFI case management.
- ◆ **Memphis Bioworks Foundation co-enrollment helps clients access the specific training they require.** Memphis' partner, the Workforce Investment Network (WIN), co-enrolls eligible participants in SWFI and WIOA. Case managers at the WIN can refer clients to the SWFI coordinator located at the WIN to co-enroll. Students can access SWFI and if the training that the student is interested in or attending does not already have a grant agreement with Memphis, Memphis staff will refer the student to WIN. The WIN will verify that the provider is on their Eligible Training Provider List and the training is approved for WIOA Individual Training Account (ITA) funding. If the training is approved, the case manager will arrange payment for the training services through an



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ITA, subject to availability of WIN funds. SWFI also provides \$25 per week in gas cards to co-enrolled participants. If the student reaches the maximum amount available for supportive services through SWFI before completing the training program, Memphis SWFI staff will coordinate with the WIN to provide subsequent last dollar supportive services.

- ◆ **Total Action for Progress (TAP) conducts initial assessments before referring clients to WIOA and aims to enroll non-SWFI eligible clients in WIOA.** The TAP two-generation coordinators have offices in the local American Job Centers to coordinate referrals between SWFI and WIOA. While WIOA operators initially conducted adult basic education and career aptitude/interest assessments for SWFI applicants, the grantee found that many applicants dropped out of the SWFI intake process when they were immediately referred to WIOA for assessment. Now, SWFI staff conduct initial assessments and send fully prepared participants to WIOA for potential co-enrollment closer to the time they are ready to start training. Once co-enrolled, SWFI participants can access OJT, work-based learning opportunities, and funding for participating in community college coursework through WIOA. In order to serve more members of the community, TAP aims to enroll non-SWFI eligible clients without a high school degree in WIOA GED or skill-building services. Finally, TAP attributes some of their coordination success to their financial partnership under the SWFI grant. For each SWFI enrollment, TAP provides the workforce development board with a small coordination fee.

Grantee-identified challenges to co-enrolling participants in SWFI and WIOA include:

1. **Additional burden for frontline staff.** Co-enrollment means that frontline staff have to determine eligibility for multiple programs. One grantee reported that screening for SWFI eligibility is simpler than screening for other programs, while another reported that they receive pushback from WIOA case managers when requesting that they also screen for SWFI.
2. **Additional burden for the participant.** In the absence of streamlined co-enrollment procedures at intake, the client has to participate in two intake processes.
3. **Determining division of labor.** When there are separate SWFI-funded and WIOA-funded case managers, there may be confusion surrounding which manager has primary responsibility for a case. Using the same case management system helps ensure that multiple workforce staff do not contact a participant for the same reason.
4. **Selective service enrollment required for WIOA.** Participants who are required to register for the selective service must be registered or have a waiver in order to participate in WIOA. Proof of registration for the selective service is not a pre-requisite for participation in SWFI. When enrolling current SWFI participants into WIOA, grantees must follow WIOA guidelines and first document selective service registration or a Status Information Letter for those who did not register.

Additional co-enrollment resources

SWFI grantees who already co-enroll and those considering the practice may benefit from reviewing the following resources on eligibility requirements and co-enrollment.



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- ◆ [SWFI FAQs from June 2018](#)
The SWFI FAQs describe SWFI eligibility requirements and define key terms related to eligible participants.
- ◆ [SWFI Funding Opportunity Announcement](#)
This announcement provides detailed information about SWFI grant requirements.
- ◆ [Hallmarks of Program Integration: Resource Leveraging and Co-enrollment Strategies](#)
The resources referenced on this page will help you map assets and identify resources and partner services to integrate into your service delivery model.....like putting together the pieces of a puzzle.
- ◆ [Integrated Service Delivery Toolkit](#)
This Toolkit is designed for public workforce system leaders and practitioners. It will provide you with a systematic approach for integrating service delivery to improve the experience of job seeker and business customers.
- ◆ [WIOA Co-Enrollment Cohort Lessons Learned Webinar](#)
Panelists from seven states share their experiences and lessons learned from participating in a cohort exploring the operationalization of co-enrollment among WIOA and partner programs. The cohort featured strategy building around interagency partnerships, state policy, funding, data collection and reporting, and service delivery.
- ◆ [TEGL 4-15](#)
This document lays out the vision for the one-stop delivery system under the Workforce Innovation and Opportunity Act.
- ◆ [TEGL 19-16](#)
This document provides guidance to the workforce system on delivering services under the Adult and Dislocated Worker programs under WIOA Title I, including eligibility requirements.
- ◆ [WIOA Final Rule](#)
The Department of Labor issued this Final Rule to implement Titles I and III of WIOA.
- ◆ [WIOA Youth Program Eligibility](#)
The resources on this page provide information on eligibility requirements for the youth program.
- ◆ [TEGL 11-11](#)
This document provides guidance on DOL requirements for selective service registration and Status Information Letters for those who do not register.