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October 14, 2023

TO: WIOA, EPE, WEP, or ALE funded programs

FROM: Fiormelissa Johnson, Director, Adult Education Programs & Policy (AEPP), NYSED

SUBJECT: Co-Enrollment across all five Titles of WIOA

The Workforce Innovation and Opportunity Act, enacted in July 2014, has brought about increased coordination among federal workforce development and related programs. Workforce development programs provide a combination of education and training services to prepare individuals for work and to help them improve their prospects in the labor market. They may include activities such as job search assistance, career counseling, occupational skill training, classroom training, or on-the-job training. The federal government provides workforce development activities through WIOA's programs and other programs designed to increase the employment and earnings of workers.

WIOA includes five titles:

**Title I**, whose programs are primarily administered through the Employment and Training Administration (ETA) of the U.S. Department of Labor (DOL), includes three state formula grant programs, multiple national programs, and Job Corps,

**Title II**, whose programs are administered by the U.S. Department of Education (ED), includes adult literacy education and training,

**Title III** amends the Wagner-Peyser Act which authorizes Employment Services, such as Unemployment services,

**Title IV** amends the Rehabilitation Act which authorizes vocational rehabilitation services to individuals with disabilities, and

**Title V** includes provisions for the administration of WIOA.

The Office of Career and Technical Adult Education (OCTAE), our federal partner, must report the number of students receiving WIOA Title II funding and are co-enrolled in any one of the other agencies that are supported by the five Titles listed above. Beginning with fiscal year 2022/2023, AEPP is compelled to report these data on an annual basis. Individual student data will remain at the state and program level; data reported to OCTAE will be done so in the aggregate. OCTAE has issued a directive that all states receiving WIOA Title II funds must collect, record, and report these data beginning retroactively to July 1, 2022.

This memo serves as notification from the Office of Adult Career and Continuing Education Services (ACCES), that all AEPP funded adult education programs are required to collect, record, and report the students who are receiving services from any other WIOA funded program across all five Titles of WIOA. To facilitate this change, the NYS Individual Student Record Form has been amended to include a new section titled: **WIOA Co-Enrollment**

This is now a required field for all AEPP funded programming and for all students participating in any AEPP funded activities including those administered through Literacy Zones. Below is a representation of the change made to the NYS ISRF. This field must be used to collect the information on students currently in your program or students that enroll between now and June 30, 2023. This additional field is a permanent change to the ISRF and will remain in place for all future iterations of the ISRF.

WIOA Co-Enrollment\* (Required): (Definitions available in the ISRF Instruction Guide.)

Student is currently receiving additional WIOA Services:  Yes  No

If Yes, which type(s)?  Title 1  Title 3  Title 4 Name of Program(s): \_\_\_\_\_

AEPP funded programs must contact all students who received any amount of service beginning July 1, 2022 through the present day. These students must be asked the same questions as now appear on the ISRF and their responses must be recorded on the newly issued ISRF and added to their permanent student folder maintained by the AEPP funded program administration. All effort possible must be made to acquire this same information on students that received services in FY2023 but have left the program along with all currently active students and any new students welcomed into the program for the duration of the fiscal year.

There are several localized programs that are included in each of these WIOA Titles, below we have included a list of examples that will also be included in the ASISTS definitions for the ISRF and will help guide your staff on the correct Title the student may be co-enrolled and receiving additional services. Not all students are co-enrolled however, for those that are, we must report the other programming from which they are receiving services. It is imperative that program staff record the name of the agency from which the student is receiving services.

- Examples of **Title I Programs**:
  - Department of Labor
  - Dislocated Worker Assistance Programs
  - American Job Centers
- Examples of **Title III Programs**:
  - Programs funded under the Wagner-Peyser Act (Employment Services)
    - Unemployment Insurance (UI) program and the training provided for employment services
- Examples of **Title IV Programs**:
  - Vocational Rehabilitation (ACCES VR)
  - Association for the Blind & Vision Impaired
  - Department of Social Services (TANF)

In the ASISTS software update that is scheduled for mid-March 2023, the new fields will be added to the student profile section of ASISTS. Once that work is complete, all this new information you have collected on your students must be added to each students' electronic profile for FY23. Notice from the ASISTS Broadcast Email service will signal when the new fields have been integrated into ASISTS for your use.

Should you have any questions or concerns regarding the contents of this memo, please contact your AEPP Regional Staff Representative or your RAEN Director for further assistance.

Cc: Ceylane Meyers-Ruff, Deputy Commissioner, NYSED  
AEPP Regional Team, NYSED  
Accountability Office  
RAEN Regional Centers