# LSWIA CO-ENROLLMENT AGREEMENT FORM
# BETWEEN AGENCIES

The following parties agree to the co-enrollment of _____
(Customer Name)

into the _____
(WIA Service Provider)

WIA Program and _____
(Other Agency providing services to Customer)

The sharing of the following information is agreed upon by the two organizations involved:

***refer to page 2 for further instructions***

1. Eligibility Documentation/Materials
2. Assessment Materials
3. Case Management Records
4. Training Information
5. Job Placement & Follow-up Records

| | |
|---|---|
| Customer's Signature | Date |
| Other Agency Providing Services Signature | Date |
| Certification/Assessment Specialist | Date |
| WIA Service Provider's Signature | Date |

*SEE REVERSE SIDE FOR DETAILS*

# LSWIA CO-ENROLLMENT AGREEMENT FORM
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**Co-Enrollment** is when two agencies/programs/funding sources enroll and serve the same individual concurrently or sequentially. The objective of co-enrollment is to broaden the service and placement support needs. Furthermore, co-enrollment allows the partners to share credit for outcomes.

A. Benefits for co-enrolling.

1. Easier access to services,
2. Increased service options,
3. Less paper work,
4. Less run-around, and
5. Fewer closed doors.

B. When should co-enrollment take place?

Before a customer is co-enrolled into WIA, Job Corps, or any other program, there must be documented conversation between the customer, the WIA Service Provider and Job Corp *(or other provider)*. The consenting customer must have a clear understanding of the WIA program, as well as the other co-enrolled program before registration takes place.

C. Eligibility.

All applicable partners must agree to the benefits of co-enrolling and have the informed consent of the affected program customer to share eligibility information of customers referred from one partner to another, or co-enrolled by two or more partners. The sharing of such information is in compliance with section A above.

D. Assessment.

All applicable partners must agree to the benefits of co-enrolling and with the informed consent of the affected program customer to share assessment information of customers referred from one partner to another or co-enrolled by two or more partners. Sharing assessment information includes, but is not limited to, information contained in the Individual Service Plan (ISP), Employability Development Plan (EDP), Comprehensive Assessment and other assessment tools used by partners.

E. Case Management/Training Services.

LSWIA case managers must establish contact with the co-enrolled customer's case manager. All partners must agree whenever possible and appropriate to supplement each other's training offerings. Partners also must agree to provide each other with updated listings of training offerings on a regular basis.

F. Job Search and Placement.

All partners must agree whenever possible and appropriate to:

1. Share employer resources including access to job banks and job listings; and
2. Notify relevant partners if a co-enrolled customer has been placed.

G. 12 month Follow-up.

The WIA Section 129 C(2)I requires that there be follow-up services for not less than 12 months after exiting the program.