

General DET Contract Policy 4 - Dual Enrollments (Youth and Adult)

Purpose

The purpose of this policy is to eliminate inappropriate dual enrollments and ensure appropriate program linkages. All contracted programs as well as internal DET case managers alike need to ensure we are not serving the same client unnecessarily.

For numbers 1, 2, 5, 6, and 7 in the chart below, failure to receive approval prior to enrollment may result in deletion of the enrollment. Reasons for approval include but are not limited to:

- Training is the next step in individual's career pathway;
- Unable to work in the previously trained occupation; and/or
- Different services are being provided by the different contractors.

Procedure

In the course of the first meeting with the client, staff will conduct a client search in DJL to determine if the client is active or was enrolled within the last five year with another or the same program registration. In order to determine this, complete the following steps in DJL:

- Conduct a Client Search
- Identify and Click on the Correct Individual (this will bring you to the individuals Case Detail Screen)
- Scroll down to Program Registrations. If there is a blue link tied to one of the program registrations, review the dates indicated (start date-end date) to see if the end date is within 5 years or if there is no end date, this is open and active. See the chart below for the next step. Depending on the program, staff will contact their Contract Specialist to either:
 - Request approval to serve client or
 - Establish appropriate linkage with other program staff.

	Program	Next Step	Timeframe
1	Workforce Innovation & Opportunity Act (WIOA)	Request approval from Contract Specialist prior to serving	If Program Registration is open or end date within last five years.
2	Trade Act	Request approval from Contract Specialist prior to serving	If Program Registration is open or end date within last five years.
3	Temporary Assistance to Needy Family (TANF)	Contact Contract Specialist to establish linkage with TANF program staff	If Program Registration is open
4	Reemployment Services	Contact Contract Specialist to establish linkage with RESEA (DET) program staff	If Program Registration is open
5	Blue Collar	Request approval from Contract Specialist prior to serving	If Program Registration is open or end date within last five years.

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6	TAACCCT	Request approval from Contract Specialist prior to serving	If Program Registration is open or end date within last five years.
7	Pre - Apprenticeship	Request approval from Contract Specialist prior to serving	If Program Registration is open or end date within last five years.