



www.job4you.org

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Southeast Region Integration of Services Policy (Co-Enrollment Policy)

The Southeast Region is committed to providing fully integrated workforce services while ensuring that each Job Center can address the unique needs of its community. In alignment with OWD guidance, the Region strengthens partnerships through common referrals, WIOA and dual referrals, co-enrollments, and consistent follow-up practices.

Our region employs a team-based approach to service delivery that emphasizes high-quality, coordinated services for customers rather than focusing on individual program funding streams. This customer-centered model ensures seamless service delivery and maximizes access to resources across programs.

The Workforce Development Board, One-Stop Operator, and Division of Workforce Development share staffing functions and collaborate to ensure services are well coordinated across all Job Centers in the Southeast Region.

Staff Roles and Enrollments

- State staff have been trained to assist with WIOA Adult Basic Career Enrollments and Services, and subcontractor staff can support incoming customers and Wagner-Peyser enrollments using Adult Basic Career Enrollments, eliminating the need for a full WIOA enrollment in all cases.
- Trade enrollments must be accompanied by a Dislocated Worker enrollment, unless the participant meets an exception outlined in the Southeast Region Trade and Dislocated Worker Referral Policy and Process.
- The Southeast Board holds a SkillUP contract through the Family Support Division. SkillUP participants are encouraged to co-enroll in WIOA to provide additional support and a safety net in the event their benefits or case closes unexpectedly, ensuring continuity of services even if funding shifts from SkillUP to WIOA.
- Any future contracts or grants acquired by the Board will include co-enrollment procedures where appropriate.

Partner Collaboration

We host both virtual and in-person One-Stop Leadership and partner meetings, bringing together WIOA partners and community organizations that serve shared customers. Each Job Center actively fosters collaboration by:

- Coordinating customer referrals
- Keeping partners informed about ongoing initiatives
- Creating opportunities for local organizations to engage and contribute

This approach ensures services are seamless, coordinated, and focused on meeting customer needs first.

Effective August 2020, Reviewed June 2024, Reviewed November 2025

The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Information can be translated into another language upon request. Please contact the Southeast Workforce Development Board Equal Opportunity Officer for assistance.

OWD Guidance and Program Requirements

In accordance with OWD guidance:

- All appropriate staff, regardless of employer or funding source, must promptly provide career services to all customers. Staff must enroll and provide services in the program in which they are funded (e.g., WP staff post services to WP applications; WIOA staff post services to both WP and WIOA applications in the statewide case-management system). Services may be recorded by any staff authorized to utilize the statewide electronic case-management system under the appropriate program.
- All job seekers receiving staff-assisted services in a Missouri Job Center (including Youth) must be enrolled in the Wagner-Peyser program.
- Any Missouri Job Center staff may complete WP enrollments in the statewide electronic case-management system.
- WIOA-funded staff must complete a WIOA Basic Career enrollment immediately after completing a WP application.
- Co-enrollment ensures that individuals receive employment and other services for which they may be eligible under WIOA Title I programs.

Trade Adjustment Act (TAA) Requirements

- All TAA participants must be co-enrolled in the WIOA Dislocated Worker program unless waived by the participant.
- The TAA Code of Federal Regulations requires that eligible workers have access to employment and case management services, supportive services, and follow-up services during and after training, including services provided through partner programs.
- Co-enrollment ensures participants receive the full benefits of both TAA and WIOA Title I Dislocated Worker programs.
- Coordination and non-duplication through co-enrollment maximizes federal resources and provides participants with a comprehensive suite of services.
- TAA participants receiving training services that do not result in a recognized post-secondary credential are not required to co-enroll. However, if the participant elects a Dislocated Worker enrollment, it must occur.
- National Dislocated Worker Grants (NDWG) requirements are dependent on each individual grant. Co-enrollment policies are specified in each grant manual.
- Priority of Service for Veterans, low-income adults, individuals receiving public assistance and individuals with basic skills deficiencies remains in effect even under co-enrollment procedures.
- Basic, Individualized, and Training Services are applied based on program eligibility and appropriateness for each participant.
- Exit procedures, follow-up requirements, and performance reporting will follow Federal, State, and Local policies as applicable.

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Southeast Region Trade and Dislocated Worker Referral Policy – Executive Summary

In the Southeast Region, all Trade participants are co-enrolled in the WIOA Dislocated Worker program, ensuring they have access to a full range of workforce services and benefits. Trade participants are served by DHEWD staff, while WIOA participants are supported by subcontractor staff across the four Job Centers, creating a seamless and coordinated service delivery system. Referrals and progress are documented in the statewide case management system and MoJobs, with staff communicating updates as needed. RESEA participants automatically qualify for Dislocated Worker services and follow the same referral and documentation procedures. This coordinated approach maximizes resources, reduces duplication, and ensures participants receive timely, customer-centered support throughout their employment and training journey.

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