

Policy for Co-Enrollment of Out-of-School Youth (OSY) and Adult Program

- 1) Assessment by OSY Career Manager.
- 2) Eligibility determination for youth services.
- 3) Enrolled into OYS services.
- 4) If occupational training becomes available while participant is still receiving OSY services, OSY Career Manager will contact appropriate Adult Career Manager and arrange convenient appointment for participant and Adult Career Manager to determine eligibility or give participant contact information to Adult Career Manager to set up appointment to determine eligibility. Appropriate time should be allowed for Adult Career Manager to determine eligibility.
- 5) Income Eligibility will be determined by Adult Career Manager and staff signature on Page 4 of WIOA-1 of existing OSY paperwork.
- 6) No new assessments required.
- 7) Adult IEP must be completed and inserted into file.
- 8) Determination of need to train by Adult Career Manager.
- 9) Enroll in Adult training services by Adult Career Manager.
- 10) Adult Career Manager will submit WIOA-99 form to MIS Coordinator.
- 11) Cost obligation and enrollment voucher completed by Adult Career Manager and inserted into OSY participant file.
- 12) OSY Career Managers continues services as needed with completion date established when all OSY services and training is completed.
- 13) Adult Career Managers must inform OSY Career Managers when training service is completed submit WIOA-99 with completion information to MIS Coordinator and submit appropriate paperwork to OSY Career Manager.
- 14) All documentation will be inserted and become part of the OSY participate file.
- 15) Final completion date will be the responsibility of the OSY Career Manager.
- 16) Follow-up for these participants will continue to be the responsibility of the OSY Career Manager.

Out-of-School Youth must be 18 years old to be enrolled in training as an Adult.