



Catawba Workforce Development Area Instruction

TO: Contractors/Service Providers/Sub-recipients

ISSUANCE DATE: May 1, 2017

EFFECTIVE DATE: Immediately

SUBJECT: Re-Enrollment

EXPIRATION DATE: Indefinite

PURPOSE: The purpose of this instruction is to convey the Catawba Workforce Development Board's policy regarding re-enrollment of past participants and to provide guidance as to the implementation of the policy.

POLICY: WIOA is not an entitlement program. In light of the current demand for services and the resources available to meet these demands, individuals who have already been enrolled and have a WIOA application in SCWOS will not be considered for re-enrollment. This will allow individuals who have previously not benefitted from WIOA services an opportunity to participate.

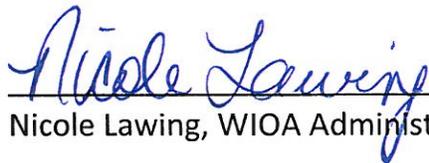
EXCEPTIONS:

- This policy does not apply to those who experienced lack of contact and engagement from the Case Management staff (the participant was not at fault).
- This policy does not apply to those who had a Personal/Family emergency (sickness, accident, housing issues, etc) that forced them to drop out of the program. The participant must be willing to bring in documentation to show they have overcome the barrier(s).
- The Catawba Workforce Development Administrator has the authority to waive this policy on an individual basis and with written justification of extenuating circumstances from the previous participant and concurrence of the Case Manager(s).

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PROCESS: Requests for exceptions must be made in writing and emailed to Nicole Lawing, WIOA Administrator at nlawing@catawbacog.org. Requests must provide detailed justification and explanation of the extenuating circumstances, current services requested, individual goals, etc.

CONTACT: Questions regarding this instruction should be directed to Nicole Lawing, Catawba Workforce Development Administrator 803.327.9041 or nlawing@catawbacog.org.

A handwritten signature in blue ink that reads "Nicole Lawing". The signature is written in a cursive style and is positioned above a horizontal line.

Nicole Lawing, WIOA Administrator