

**TITLE: Enrollment Approval Process
#4.3.1-P**

Type: Program Procedure

Date Established: 06/22/2022

Date Last Revised: 08/28/2024

Date Posted to Website: 05/06/2025

Status: Final

Supersedes: N/A

Purpose

The Pathways Home 3 program, under Pacific Mountain Workforce Development, expands the Preparing for Reentry Employment Program (PREP) to provide pre-release and post-release career services to incarcerated individuals in Thurston and Lewis Counties. The goal is to prepare participants for successful reentry into the community, focusing on workforce development, job readiness, and supportive services.

Procedural Guidelines

1. Eligibility Verification Procedure

Minimum Eligibility Requirements

Participants must meet *all* of the following eligibility criteria:

Eligibility Criteria	Required Documentation (One from Each Category)
Age 18 or older	Driver's License, Birth Certificate, State/Tribal/Federal ID, Passport, Social Service Record, Justice System Record, Selective Service Registration, Self-Attestation
Currently incarcerated (federal/state/local)	Justice System Documentation with name and dates OR Self-Attestation
Incarcerated in a state/local adult facility at time of enrollment	Same as above
Scheduled release date between 20–270 days from enrollment	Justice System Documentation AND Date Calculator printout showing release/enrollment dates
Post-release residence in target area (Thurston/Lewis County)	Justice System Documentation OR Self-Attestation
Legally eligible to work in the U.S.	I-9 Documentation, Justice System Documentation, OR Self-Attestation
Selective Service Registration	See TEGl 11-11 Change 2 – include SS verification printout or stamped receipt. Use waiver form if applicable

Note: While SSNs must be requested, services cannot be denied if a participant refuses to provide it.

2. Eligibility Approval Process

a. Initial Contact and Documentation Collection:

- i. Upon referral or inquiry, staff will schedule an intake meeting within five (5) business day
- ii. Staff will use the *Participant Enrollment Form* to collect demographic and eligibility information.
- iii. All eligibility documentation must be gathered, reviewed, and uploaded into the participant's file.
- iv. Staff will verify the participant's eligibility by cross-referencing documentation with PH3 requirements.

b. Enrollment Decision:

- i. Staff will approve or deny enrollment based on the documentation provided. If approved, the participant is formally enrolled, and this is recorded in the *Grantee Performance Management System (GPMS)*.
- ii. If eligibility is unclear or documentation is incomplete, the case is reviewed by the **Quality Assurance Manager**, who must approve any exceptions.
- iii. Staff will notify participants of their enrollment status within ten (10) business days of the initial intake.

c. Record Maintenance:

- i. All eligibility documentation and enrollment forms will be maintained for a minimum of three years following the participant's exit from the program, in line with DOL record retention requirements.

3. Assessment Process:

a. Assessment Components:

- i. **Risk of Recidivism:** Assess the participant's likelihood of recidivism.
- ii. **Job Readiness:** Evaluate education level, work experience, and career interests.
- iii. **Barriers to Employment:** Identify challenges such as housing, substance abuse, mental health, and transportation needs.

b. Initial Assessment:

- i. Within ten (10) business days of enrollment, staff will conduct a one-on-one assessment interview using standardized tools (e.g., the *Career Interest Inventory* and *Barriers to Employment Checklist*).
- ii. Assessment results must be documented in the *Individual Development Plan (IDP)* template within the GPMS system.
- iii. Based on the results, staff will determine the immediate and long-term needs of the participant, including potential supportive services.

c. Ongoing Assessment:

- i. Every thirty (30) days, staff will update the assessment results and revise the participant's IDP.
- ii. If a participant's circumstances change (e.g., new barriers emerge), staff will conduct an additional assessment and update the IDP.

4. Participant Service Plan (IDP) Policy

a. Service Plan Creation:

- i. Every participant must have an *Individual Development Plan (IDP)* with enrollment.
- ii. The IDP must outline the participant's goals, barriers, supportive service needs, career aspirations, and timelines for achievement.

b. Service Plan Elements:

- i. **Short-Term Goals:** Set realistic goals to be achieved within ninety (90) days of release (e.g., obtain an ID, complete a resume).
- ii. **Long-Term Goals:** Career and education goals to be achieved within 1-2 years (e.g., secure employment, complete vocational training).
- iii. **Supportive Services:** Identify services the participant will need to address employment barriers (e.g., housing assistance, transportation support).
- iv. **Timelines and Responsibilities:** Include target dates for achieving milestones, with clear responsibility assigned to both the case manager and participant.

Procedures:

c. Developing the IDP:

- i. Staff will collaborate with the participant to develop the IDP based on the initial assessment.
- ii. The IDP will be reviewed and approved by the **Case Manager** and signed by the participant.
- iii. Staff will schedule follow-up meetings every thirty (30) days to review and revise the IDP as needed.

d. Documenting Progress:

- i. Staff must update the IDP every thirty (30) days or upon significant progress/change in participant's circumstances.
- ii. Staff will document progress toward goals in GPMS, including any services provided and participant feedback.
- iii. Upon participant's exit, a final review of the IDP will be conducted to assess overall achievements and outcomes.

5. Supportive Services

a. Types of Supportive Services:

- i. **Housing Assistance:** Referrals to shelters, housing programs, and transitional living.
 - ii. **Transportation Assistance:** Bus passes, ride-share credits, or gas cards.
 - iii. **Childcare Assistance:** Referrals to childcare providers or payment subsidies.
- Mental Health and Substance Abuse Services:** Referrals to appropriate services for counseling or rehabilitation.

b. Funding Limits:

- i. Needs-related payments may not exceed 1.5% of the total grant funds.
- ii. Incentive payments for program milestones (e.g., completing vocational training) are capped at 1.5% of the total grant funds.

c. Assessing Need for Supportive Services:

- i. Staff will assess the need for supportive services during the initial assessment and follow-up reviews.

- ii. Documentation must be provided by the participant to substantiate the need for each service (e.g., transportation costs, housing receipts).
- d. **Providing Services:**
 - i. Once approved, staff will provide the necessary support or referral to external providers.
 - ii. Staff will track all services provided in the GPMS system, documenting both the service type and associated costs.
- e. **Auditing and Monitoring:**
 - i. The **Quality Assurance Manager** will conduct monthly audits of supportive services provided to ensure they align with grant guidelines.
 - ii. Supportive services expenditures will be reviewed quarterly to ensure compliance with funding caps.

References

TEGL 10-16, Change 3 – Performance Accountability Guidance for WIOA Title I, Title II, Title III, and Title IV Core Programs

TEGL 11-11, Change 2 – Selective Service Registration Requirements for WIOA Programs

TEGL 14-18 – Guidance on Follow-Up Services and Periods of Participation

REO Grant FOA and Grant Agreement – Reentry Employment Opportunities (REO) Program Requirements

- U.S. Department of Labor Employment and Training Administration
- Refer to your grant-specific Funding Opportunity Announcement (FOA) and grant terms for program-specific requirements.

USCIS Form I-9 Acceptable Documents

- <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

Time and Date Calculator Tool – Used to calculate release date eligibility window (20–270 days)

- <https://www.timeanddate.com/date/dateadd.html>

DOL GPMS System Guidance – Grant Performance Management System

- Refer to DOL GPMS system manual and training materials provided to grantees.

Attachments

Attachment A: Enrollment Approval Process

DATE APPROVED: 06/22/2022

Direct Inquiries to:
Pacific Mountain Workforce Development Council
201 5th Ave SW, Ste. 401
Olympia, WA 98501
Telephone: (360) 515-5134
Email: info@pacmtn.org

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.

Attachment A: Enrollment Approval Process

Pathways Home 3 Enrollment Approval Process

Eligibility Criteria	Allowable Source Documentation (one from each Category)
At least 18 years old;	<ul style="list-style-type: none"> ▪ Driver's License ▪ Birth Certificate ▪ Federal, State, local or Tribal ID ▪ Passport ▪ Public assistance/Social Service Records ▪ Cross Match with State Agency Records ▪ Justice System Records ▪ Selective Service Registration ▪ Self-Attestation
Were convicted under federal, state, or local law and are incarcerated;	<ul style="list-style-type: none"> ▪ Justice System Documentation (must include participant name and date of release) AND ▪ Documentation from the Date Calculator reflecting the date of release and the date of enrollment
Reside, at the time of enrollment in the project, in a state correctional facility or local or county jail for adults;	<ul style="list-style-type: none"> ▪ Justice System Documentation (must include participant name and date of release) AND ▪ Documentation from the Date Calculator reflecting the date of release and the date of enrollment
Have a release date scheduled between 20 to 270 days of the individual's enrollment in the program;	<ul style="list-style-type: none"> ▪ Justice System Documentation (must include participant name and date of release) AND ▪ Documentation from the Date Calculator reflecting the date of release and the date of enrollment.
Upon release, are scheduled to return to reside in the target area (Thurston and Lewis County) identified in the applicants application;	<ul style="list-style-type: none"> ▪ Justice System Documentation (must include participants name and applicable dates) ▪ Self-attestation
Legally eligible to work in the United States	<ul style="list-style-type: none"> ▪ Justice System Documentation (must include participants name and applicable dates) ▪ Acceptable I-9 Documentation ▪ Self-attestation
Selective Service Registration *if exception applies, please use PacMtr's Selective Service Waiver form and Process	<ul style="list-style-type: none"> ▪ Selective Service acknowledgement letter ▪ Form DD-214 "Report of Separation" ▪ Screen printout of the Selective Service Verification site ▪ Selective Service Registration Card; Selective Service Verification (Form 3A) ▪ Stamped post Office Receipt of Registration

Partner Engagement Manager Approval

Approved

Denied

Signature

Date

Quality Assurance Manager Approval

Approved

Denied

Signature

Date