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## **WIOA Local Guidance 24-16**

**Subject:** Integrated Education and Training (IET) Co-Enrollment with Adult Education: SCWOS Documentation, Coding, and Coordination Requirements

**Effective Date:** 6/2/2025

**Applies To:** WIOA Title I Adult, Dislocated Worker, and Youth Staff; Local Adult Education Partners; SC Works Center Operators

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## **Background:**

As regional collaboration continues to strengthen between WIOA Title I and Adult Education providers, it is essential that both partners align efforts to support co-enrolled participants in IET programs, particularly those pursuing GEDs or occupational training. This memo provides local guidance on SCWOS documentation, coding expectations, and procedures for sharing and storing participant records. All courses must be on the Eligible Training Provider List (ETPL) and can be viewed on SC Path : <https://scpath.org/>

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## **1. Co-Enrollment & SCWOS Documentation Requirements:**

To ensure compliance and facilitate accurate reporting:

- **Participant Enrollment:**  
All co-enrolled individuals must be enrolled separately in both WIOA Title I and Adult Education programs, with their respective eligibility and case notes documented.
- **Ensure the participant(s) meet the following pre-requisites:**
  - Score a 3 or higher on TABE M in Reading & Math (M-4, D-3,4, or 5: A-4,,5, or 6) **NOTE: Students who score at the E-level or M-2 level in Reading and/or Math do not qualify for co-enrollment in the IET.**
  - WIN Ready to Work Credential (Career Readiness Credential -Overall Level 2 or higher
- SC Digital Literacy Certificate -Passing Score 85% or higher on the following modules in NorthStar Digital Literacy: Basic Computer Skills, Email, Internet, Information Literacy, and Digital Footprint. A copy of all listed documents must be uploaded to the participant's case file in SCWOS.

- **SCWOS Documentation:**

In SCWOS, WIOA staff must:

- Use **case notes** to describe the IET structure (including the Adult Ed and occupational components).
- Upload documentation of the participant's IET plan or schedule, if available.
- Maintain records of service delivery, including progress and outcomes, in the **Case Management** module.

- **Required Documentation:**

At a minimum, include:

- Proof of enrollment in Adult Education and/or GED program.
- Verification of occupational training component (e.g., class schedule, syllabus).
- IET framework (if provided by Adult Ed partner).
- Participant's Individual Employment Plan (IEP) reflecting the IET strategy.

## 2. SCWOS Activity Codes for IET and GED Services:

Use the following **SCWOS Activity Codes** to document services accurately:

Activity	SCWOS Code	Notes
GED Prep Instruction (via partner)	<b>214, 327, 222, 433(Youth)</b>	An organized program of study designed for those who need to upgrade their reading, writing, language, speaking and/or math skills to prepare for entry into a GED or to meet entrance requirements for the higher education (need 10.0 in reading to be accepted into the Nursing Program at Tech); or to qualify for a job. This code may include the following types of programs: Adult Education programs, Basic skills programs, and/or Computer-based basic skills programs (such as Key Train, Alison, WIN, etc.). Attendance documentation and regular progress assessments will be required for all programs, including computer-based programs. The providers and courses must be on the local provider list. The local provider list is maintained by the local area administrative staff through the Manage Providers link in SCWOS.
Adult Education, Basic Skills, ESL, or Literacy w/ Occupational Skills Training or OJT	<b>323 for OJT/ 324 for OST</b>	Must meet training eligibility requirements Use this code when Adult Education and/or Literacy activities are provided in combination with Occupational Skills Training. For example, the participant is enrolled in an Associate Degree Program at your local Technical College, but is required to take remedial reading and/or

Activity	SCWOS Code	Notes
		math along with the prescribed curriculum. Use this code when the provider and course of the Occupations Skills Training are on the Eligible Training Provider (ETP) List. Use this code when participant is attending or has attended GED, Basic Skills, or Adult Ed classes in conjunction with occupational skills classroom training (simultaneously or sequentially). <b>Do not use without a current or previously active 214, 327, or 222 (ESL).</b>
Supportive Services (Adult/DW)	<b>180s series</b>	Use applicable codes for transportation, childcare, etc.
Education offered concurrently with workforce preparation activities	<b>437</b>	This service code reflects an integrated education and training model that includes workforce preparation activities, basic academic skills, and hands-on occupational skills training being taught within the same timeframe and connected to training in a specific occupation, occupation cluster, or career pathway. Note that while this activity code covers the education and training portion of the youth element, a separate activity code <b>MUST</b> be entered to reflect the work-based learning activities that are part of the integrated approach. The start and end date of the work-based learning activity code would occur during or concurrently with this activity code, as it is a required part of the model. All other Youth codes are to be entered as needed. Note: <b>This code is to be entered during or concurrently with the 433-activity code.</b>
Supportive Services (Youth)	<b>480s series</b>	Use applicable codes for transportation, childcare, etc.

**Note:** Always verify state-level updates. If any changes to SCWOS coding are expected, they will be announced via Instruction Letters or system notices.

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### 3. Use of Adult Education Documents by WIOA Staff:

WIOA staff **may use** Adult Education-provided documents (such as career assessments, LMI interpretations, and barrier assessments) **provided the following conditions are met:**

- A **data sharing agreement or MOU** must be in place between WIOA and Adult Education partners.

- A **participant release form** must authorize the exchange and use of records across programs. Local areas may use a shared or aligned release form if approved by both entities.
  - Documents used should be uploaded into SCWOS under “Documentation” or attached to the appropriate case note entry, with clear notation of source (e.g., “Provided by Adult Ed partner per data-sharing agreement”).
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#### **4. Additional Notes & Recommendations:**

- WIOA and Adult Ed partners are encouraged to meet regularly to review shared IET participant progress and address service gaps.
  - When designing new IET pathways, ensure both components (education + workforce training) are documented and aligned with local in-demand occupations.
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#### **Contact for Questions:**

For clarification or support, contact:

**Amanda Baker**

[abaker@catawbacog.org](mailto:abaker@catawbacog.org)

(803) 327-9041

Or refer to:

- [SCDE Office of Adult Education IET Toolkit](#)
- Latest SCWOS WIOA Activity Code Reference Guide (SC Works/Equus responsible for monitoring the codes in SCWOS for updates)
- Activity codes are subject to change based on State guidance

*X Amanda Baker*

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Amanda Baker

WIOA Administrator

#### **Attachments :**

**A) Staff Checklist**

**B) MOU**

**C) Mutual Consent and Release of Information Form**

## Attachment A

### ☒ **WIOA & Adult Ed IET Co-Enrollment Process Checklist**

**Purpose:** Ensure proper documentation, coding, and coordination in SCWOS when co-enrolling participants in Integrated Education & Training (IET) programs with Adult Education partners.

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#### *1. Confirm Co-Enrollment Eligibility*

- ☐ Confirm WIOA eligibility and complete enrollment in SCWOS.
  - ☐ Confirm participant enrollment in Adult Education and eligibility for IET/GED programming.
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#### *2. Obtain Required Releases*

- ☐ Ensure a **participant-signed release form** authorizing data sharing between WIOA and Adult Ed is on file.
  - ☐ Confirm that a **data-sharing MOU or agreement** exists between WIOA and Adult Ed partners (update if needed).
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#### *3. Document the IET Program Structure*

- ☐ Collect and upload IET program materials (e.g., schedule, curriculum, pathway description).
  - ☐ Verify and document that the IET program includes:
    - Adult Ed basic skills or GED prep
    - Workforce Preparation activities
    - Occupational skills training (linked to in-demand industry)
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#### *4. Create/Update IEP and Case Notes*

- ☐ Update participant's **Individual Employment Plan (IEP)** to reflect IET goals.
- ☐ Enter a **case note** describing the IET model, partner roles, and training plan.
- ☐ Note source of documents (e.g., "Provided by Adult Ed partner") when referencing shared materials.

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#### 5. Code Activities in SCWOS (will be notified of updates)

Use the correct activity codes:

<u>Activity</u>	<u>Code</u>	<u>Additional Notes</u>
<u>IET Participation</u>	<u>323(OJT)/324(OST)</u>	<u>Main IET tracking code for ADW</u>
<u>GED Prep Instruction</u>	<u>214, 433, 327,222</u>	<u>“Partner Provided” if via Adult Ed</u>
<u>Occupational Skills Training</u>	<u>300 ADW/ 416 Youth</u>	<u>Must meet training criteria</u>
<u>Workforce Prep Activities</u>	<u>437</u>	<u>Youth only</u>
<u>Supportive Services</u>	<u>180’s series ADW 480’s series Youth</u>	<u>Based on service type</u>

- ☐ Update actual start and projected end dates.
- ☐ Mark activities as “Partner Provided” when applicable.

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#### 6. Upload/Document Shared Assessments (If Applicable)

- ☐ Upload Adult Ed documents (career assessments, barrier screens, LMI, etc.) **only if release is signed.**
- ☐ Include source and relevance in SCWOS documentation.

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#### 7. Monitor and Coordinate

- ☐ Set periodic check-ins with Adult Ed to review IET participant progress.
  - ☐ Update SCWOS activities and case notes accordingly.
  - ☐ Close activities as outcomes are achieved (e.g., GED obtained, training completed, job placement).
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#### *8. Finalize and Report Outcomes*

- ☐ Record measurable skills gains (MSG), credentials earned, and exits in SCWOS.
- ☐ Report IET-specific outcomes to the WIOA Program Coordinator or Local Board as required.

## **Attachment B**

### **MEMORANDUM OF UNDERSTANDING (MOU)**

#### **Between**

**Catawba Regional Council of Governments Workforce Development Board and SC Works  
Chester Adult Education/ Lancaster Adult Education/ Rock Hill Adult Education/ Tri-  
District Adult Education**

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### **I. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to establish a mutual agreement between SC Works and Adult Education to share data and documentation in support of co-enrolled participants participating in Integrated Education and Training (IET) and/or GED programs. This collaboration aims to enhance service coordination, improve participant outcomes, and meet WIOA performance accountability requirements.

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### **II. Parties to the Agreement**

This MOU is entered into by and between:

- **SC Works**, hereinafter referred to as "WIOA Partner"
  - **Catawba Region Adult Ed Centers**, hereinafter referred to as "Adult Ed Partner"
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### **III. Scope of Shared Information**

The parties agree to share relevant information for participants who are co-enrolled in both programs, including but not limited to:

- Basic demographic and eligibility information
  - Career and barrier assessments
  - Individual Employment or Learning Plans
  - Literacy/Numeracy test scores
  - Measurable Skills Gains (MSG) and credential attainment
  - Class schedules and attendance records
  - Progress reports and case notes
  - LMI (Labor Market Information) related to career planning
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### **IV. Purpose of Data Sharing**



Data will be used for the following purposes:

- Coordinated service planning and case management
  - Eligibility determination and co-enrollment verification
  - Monitoring and tracking participant progress
  - Compliance with WIOA performance indicators
  - Program evaluation and continuous improvement
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## **V. Confidentiality and Participant Consent**

- Both parties agree to comply with all applicable federal, state, and local laws and regulations regarding data privacy, including the Family Educational Rights and Privacy Act (FERPA) and the Workforce Innovation and Opportunity Act (WIOA).
  - Prior to sharing any personally identifiable information (PII), the participant must sign a **Mutual Consent and Release of Information Form**, authorizing the exchange of information between both parties.
  - Shared documents may be stored in each party's secure case management system (e.g., SCWOS), with proper notation of source and consent.
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## **VI. Data Security**

Each party agrees to implement administrative, physical, and technical safeguards to protect shared data from unauthorized access, disclosure, or misuse.

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## **VII. Term and Termination**

This MOU shall become effective upon the date of the last signature and remain in effect for a period of one year, unless terminated earlier by either party with 30 days written notice.

**Current period : June 2, 2025 – June 30, 2026**

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## **VIII. Amendments**

This MOU may be amended in writing by mutual agreement of both parties.

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## **IX. Points of Contact**

**WIOA Partner Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Adult Ed Partner Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**X. Signatures**

**For WIOA Partner:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For Adult Education Partner:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment C

Sample form – Can create your own fillable form :

### **Participant Mutual Consent & Release of Information Form**

(For WIOA Title I and Adult Education Program Coordination)

*(One-Time Release Authorization)*

Participant Name:

DOB:

Phone:

Email:

#### **Purpose**

I authorize the mutual exchange of information between the WIOA Title I Provider and the Adult Education Program to support coordinated services such as career planning, training, educational progress, and reporting while I am co-enrolled in programs such as IET or GED preparation.

#### **Agencies Authorized to Share Information**

WIOA Provider:

SC Works

Adult Education Provider:

#### **Information to Be Shared**

- Contact & demographic info
- Program participation & plans
- Assessment results
- Educational & employment outcomes
- Attendance & progress
- Case notes & service coordination

#### **Confidentiality & Consent**

- This information will be used only for WIOA/Adult Ed program purposes.
- Shared records will be kept confidential under FERPA, WIOA, and applicable laws.
- This release is voluntary and may be revoked in writing at any time.
- This form remains in effect until one year after program exit, unless revoked earlier.

#### **Signatures**

Participant Signature:

Date:

Parent/Guardian Name (if under 18)

Signature:

Date:

Staff Witness:

Agency:

Date: