

## **General DET Contract Policy 4 - Dual Enrollments (Youth and Adult)**

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The purpose of this policy is to eliminate inappropriate dual enrollments. Adult Occupational Skills Training contractors, Youth contractors, and internal DET case managers alike need to ensure we are not serving the same client unnecessarily.

In the course of your first meeting with the client – staff need to access DJL to check if the client is active with another program. In order to determine if a client is active with another program, complete the following steps in DJL:

- Conduct a Client Search
- Identify and Click on the Correct Individual (this will bring you to the individuals Case Detail Screen)
- Scroll down to Program Registrations (if there is a blue link tied to one of the program registrations – the client maybe actively enrolled with that program)

Once the contractor/case manager has identified the possibility that the client is active with another program, the contractor/case manager must reach out to their contract specialist to determine if the dual enrollment is appropriate.

Failure to receive approval prior to enrollment may result in deletion of the enrollment.

Reasons for approval include but are not limited to:

- Training is the next step in individual's career pathway
- Unable to work in the previously trained occupation
- Different services are being provided by the different contractors.

### **Additional note for Adult Occupational Skills Training Programs only:**

If in the course of your client search, it becomes evident that the client has received either Adult Occupational Skills Training funded with Blue Collar, WIOA Adult, or Dislocated Worker funds within the last 5 years, that client may not be eligible for additional training without Contract Specialist approval.