

**To:** Indiana's Workforce System  
**From:** Indiana Department of Workforce Development (DWD)  
**Date:** September 10, 2024  
**Subject:** DWD Memorandum 2024-02  
Jobs for America's Graduates (JAG) Enrollment

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## Purpose

The purpose of this memorandum is to provide guidance on the JAG enrollment process to ensure that program delivery is efficiently tailored to meet the needs of participants.

## Rescissions

DWD Policy 2009-12 *Jobs for America's Graduates (JAG) National Model Program's Compliance Standards and Procedures and JAG Indiana Program Requirements*

## References

- TEGL 10-23 *Reducing Administrative Barriers to Improve Customer Experience in Grant Programs Administered by the Employment and Training Administration*
- TEGL 9-22 *Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance*
- DWD Policy 2023-05 *Maintaining Data Integrity in Workforce Programs*
- DWD Policy 2017-03, Change 3 *Workforce Innovation and Opportunity Act (WIOA) Title I Youth Eligibility*

## Content

Indiana's Jobs for America's Graduates program began in 2006 and was, at the time, primarily funded by the Workforce Investment Act (WIA). Since its inception, JAG Indiana has grown in number of programs, students, and funding partners. At the time of this issuance, JAG Indiana is supported by the following funding sources, which each have their own enrollment and eligibility requirements:<sup>1</sup>

- State Dropout Prevention (SJAG)
- Temporary Assistance for Needy Families (TANF)
- Vocational Rehabilitation Pre-Employment Transition Services (Pre-ETS); and
- Workforce Innovation and Opportunity Act (WIOA) Title I Youth funds.

Because the enrollment and eligibility processes for these funding streams vary, it is important for service providers to only enroll JAG students in funding streams that are necessary to meet the students' needs.

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<sup>1</sup> Please note that these funding sources are subject to change and may be updated after the issuance of this memorandum depending on funding availability.

## ***Enrollment and Funding Streams***

In order to ensure timely enrollment processes and reduce administrative burden for students, frontline JAG Specialists, JAG Managers, and support personnel, WIOA enrollment and the collection of WIOA enrollment documentation **must not be required** for all students enrolling in the JAG program at any respective school or site.

Frontline JAG Indiana staff must work with school counselors or other school personnel to identify potential selection criteria of prospective JAG students that may align with WIOA-related income requirements and only then should staff request additional documentation from students and families for enrollment into WIOA programming, if applicable, in the local area.<sup>2</sup> JAG selection criteria that align with potential WIOA enrollment could include:<sup>3</sup>

- Participant is economically disadvantaged as defined by public assistance, SNAP benefits, TANF/E&T, Medicaid, SSI, SSDI, or free and reduced priced meals;
- Participant is laid off or lost job for reasons other than job performance (natural disasters, economic slowdowns, down-sizing, national pandemic, etc.); and/or
- Parent/Guardian is laid off or lost job for reasons other than job performance (natural disasters, economic slowdowns, down-sizing, national pandemic, etc.).

If a JAG student is determined to be eligible for WIOA enrollment, JAG staff must work with their respective local area to ensure that the enrollment process follows the best practices outlined in TEGL 10-23 *Reducing Administrative Barriers to Improve Customer Experience in Grant Programs Administered by the Employment and Training Administration* and TEGL 9-22 *Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance*.

Prospective JAG students who possess other academic, personal, environmental and social indicators should be considered for enrollment into the state's alternative funding streams, such as SJAG and TANF. Pre-ETS eligibility guidance is specific to students with 504 plans or Individualized Education Plans (IEPs) and should have no bearing in enrollment for other funding sources.

## ***Case Management***

To reduce duplicate entries in the two JAG-related case management systems (JAGForce and Indiana Career Connect (ICC)), only WIOA-funded JAG students may be enrolled in ICC. Services and case notes in ICC must follow local area requirements and best practices for WIOA-enrolled JAG students.<sup>4</sup>

## **Action**

Local areas must ensure that their staff and service providers familiarize themselves with this guidance and implement the protocols outlined in this memo.

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<sup>2</sup> Please see DWD's *Workforce Innovation and Opportunity Act (WIOA) Title I Youth Eligibility* policy for more information.

<sup>3</sup> **Attachment A: JAG Selection Criteria**

<sup>4</sup> Please see DWD's *Maintaining Data Integrity in Workforce Programs* policy for more information.

## **Attachments**

**Attachment A** - JAG Selection Criteria

## **Additional Information**

Questions regarding the content of this publication should be directed to [policy@dwd.in.gov](mailto:policy@dwd.in.gov).

## **Attachment A JAG Selection Criteria**

The JAG Selection Criteria can be found through the link below:

[https://www.in.gov/dwd/files/activepolicies/DWD\\_Memo\\_2024-02\\_Att\\_A\\_JAG\\_Selection\\_Criteria.pdf](https://www.in.gov/dwd/files/activepolicies/DWD_Memo_2024-02_Att_A_JAG_Selection_Criteria.pdf).