**Enrollment**

1. Can I back-date an enrollment?
2. Yes. Enrollments can be back-dated as far as July 1, 2022, if need be.
3. Do I need to enter my program in the “Other Funding Source” field on the Registration Tab if I am the only one working with the participant.
4. Yes. Every program needs to be entered into the Other Funding Source field, whether or not it is the only one working with the participant.
5. Are participant signatures required on the application?
6. Yes. If you previously collected the participant’s signature on the P10k paper application, you can upload a copy to I-Trac using the I-Trac Document Upload Tool. For new enrollments, follow the I-Trac e-signature procedures to secure and store participant signatures.
7. I have a participant who has already been enrolled in P10k by another provider. Do I need to create another P10k record?
8. If the existing record is active (un-exited), you do not create another P10k record. Instead, you will add your program to the “Other Funding Source” field of the Registration Tab. If the existing P10k record has already been exited, you can add a new P10k record following the normal enrollment procedures.
9. Who should I enroll?
10. Priority is to co-enroll all Career Boost participants. Participants may not be enrolled just to access support service funding. At minimum, all participants enrolled in P10k should be receiving documented coaching services.

**Services and Payments**

1. What services are allowable with P10k?
2. Recruitment and engagement services, Career Coaching, Job Search Assistance, Support Services, , Work Experience and a variety of Training services are allowable.
3. What services should be copied to the P10k record?
4. The copying of services is specific to the fund where the service is copied from.

EOP: *Career Coaching, Career Mapping, Career and Resource Planning, Job Search Assistance, all Follow-up services*

NextGen: *Career Coaching, Career Mapping, Career Labs, Financial Literacy, Job Search Assistance*, *all Follow-up services*

CCTP: *Career Coaching, Resource Planning, Job Search Assistance, Pre-Apprenticeship service*

WSPM: *Training and Work Based Training services*, *1:1 Job Coaching services*

1. Can I pay for a Work Experience (WEX) with P10k funds?
2. While WEX is an allowable training service under P10k, funding for WEX services and administration has only been allocated to specific contracts. If it WEX funding is not included in your contract, then you should not pay for WEX.
3. Can I pay for training stipends with P10k funds?
4. Training stipends are an allowable expense under P10k, but they are only allowed for a participant engaged in a Learning Opportunity, which is a specific type of training service (see the Regional Program Standards). Funding for stipends has only been allocated to specific contracts.
5. Do I need to enter payments for support services?
6. Yes. If a support services is funded by P10k, then the payment must be entered in the P10k record on the Payments Tab.
7. Do I need to enter payments for Training services?
8. Yes. If a Training is paid for with P10k funds, then the payment must be entered in the P10k record on the Payments Tab.
9. Should I enter or copy Training services to P10k that were not funded by P10k?
10. No. Training not funded by P10k should not be entered or copied to the P10k record.

**Exiting Participants**

1. If a participant was already employed when I enrolled them in P10k, and their employment hasn’t changed when I’m ready to exit them, should I enter that employment and exit them as successful?
2. No. If there is no change in employment status, then we would not capture an employment outcome for that participant.
3. Do I need to exit my Career Boost customer from P10k if they lose their SNAP status?
4. No. The loss of SNAP eligibility does not mean that you are required to exit the participant from P10k. Funding for P10k is budgeted in contracts to serve both SNAP and non-SNAP participants. However, if your participant lost their SNAP because they have obtained employment with high-enough wages, you may want to consider exiting them from P10k in order to capture performance. Follow the Exit Decision Guide to make the determination.
5. Do all participants need to be manually exited by June 30, 2023?
6. TBD. Worksystems has not yet received guidance from the State on this. In the meantime, we encourage you to manually exit successful customers when the time is appropriate up through the end of the program year (6/30/23).
7. Is it ok to let participants auto-exit?
8. To the extent possible, we want to manually exit participants as either “successful” or “not successful.” Monitor your participant’s last qualifying service dates to ensure that they do not accidentally auto-exit. Should a participant be approaching their auto-exit date (90 days without a service), and they have disengaged, use the Exit Decision Guide to determine the if the participant should be exited as “successful” or “not successful.”

**EOP/NextGen Specific**

1. I enrolled a participant in P10k, and now their EOP/NextGen record is in Follow-Up. How do I copy services to the P10k record?
2. Follow-Up services have been set up with the “copy to” function in I-Trac. This is a recent update to the original I-Trac record build. If the participant has completed a training service, or obtained employment, you should consider exiting them from P10k.
3. I have a participant who was already employed and receiving follow-up services at the beginning of the program year. Should I still enroll them in P10k?
4. Since a primary goal of P10k is participant employment, it does not make sense to enroll a participant who is already employed. We would not get any performance outcome for that enrollment.