**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, contact your Worksystems Senior Project Manager to remove the exit from the participant record, then add your program to the “Other Funding Source” field on the Registration Tab before entering new services.
9. **Who should I enroll?**
10. If your program is funded entirely by P10k, then all participants must be enrolled. Refer to the list of priority populations intended to be served by P10k in the Regional Program Standards. 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 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 service 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. Yes. This would be considered leveraged training and can be copied to a participant’s P10k record.

**Employment Outcomes**

1. **Do I need to enter employment information for my participants?**
   1. Yes, to the extent possible. Unemployment Insurance (UI) records are matched to participants when available, and will count in outcomes, however, this information is only imported quarterly and lags by a quarter. To get the most accurate and timely employment information, it is best to enter the information manually, rather than wait on UI matches to import into I-Trac.
2. **Do I need to enter supplemental employment information (position title, wages, hours, benefits)?**
   1. While not technically required for any performance outcome, the data here is tracked and reported on by the state in their analysis of P10k. You should capture this information to the extent possible.
3. **Do I need to enter an employment confirmation for my participant?**
   1. Yes. Enter an “After Participation Employment Confirmation” for your participant for new employment obtained during or after the course of program engagement. The confirmation is what will count the participant for performance outcomes.

**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. However, a participant can still be exited as successful as long as they have completed any type of allowable P10k coaching or training service.
3. **Is it ok to let participants auto-exit?**
4. Auto Exits do not exist in the P10k record. All records will remain open and active until manually exited or until the grant sunsets. Employment outcomes are only captured once a participant is exited, so it is recommended that programs exit participants from P10k following employment confirmation, as long as they are no longer receiving P10k-related services.
5. **What is the difference between a “Successful” exit and a “Not Successful" exit?**
6. A participant can be exited as “Successful” so long as they have completed at least one eligible and documented P10k coaching or training service or have obtained employment since their P10k enrollment. A participant is “Not Successful” only when any and all documented coaching and training services in the P10k record have statuses of “Not Completed” *and* the participant did not obtain new employment since their P10k enrollment.