



## EXITS FROM WIOA

**Policy Number: 219, Revision 1**  
**Effective Date: July 1, 2019**  
**Date Last Revised: July 1, 2022**

### I. BACKGROUND:

For the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs a participant is a reportable individual who received a WIOA service after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination. A participant's exit date is the last date of service, which cannot be determined until at least 90 days have elapsed since he or she last received services. Services do not include self-service, information-only services or activities, or Follow-Up Career Services. This also requires that there are no plans to provide future services.

For the WIOA Youth program, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, development of an individual service strategy and received one of the fourteen WIOA Youth program elements identified in Sec. 129(c)(2) of WIOA. Once a participant has completed their individual service strategy and successfully achieved the educational, training and or employment goal(s) as listed in the plan, the final step in the WIOA Youth program is to exit the participant and conclude any service and activity other than the 12-month service follow up. It is at this time the participant is no longer in need of services provided by the agency through the WIOA Youth program and no future service is planned.

20 CFR 681.450: Local Youth programs must provide service to a participant for the amount of time necessary to ensure successful preparation to enter post-secondary education and/or unsubsidized employment. While there is no minimum or maximum time a Youth can participate in the WIOA

Youth program, programs must link participation to the IPP and not the timing of Youth service provider contracts or program years.

## II. POLICY:

As defined for the purpose of performance calculations, exit is the point after which a participant who has received services through the WIOA Program and has not received services from any DOL-administered program to which the common exit policy applies, for at least 90 days, and no future services are planned.

## III. ACTION REQUIRED:

- A. As each participant is exited from the WIOA Program, all participant activities in the state provided database are to be closed with the exception of follow-up, which will occur for 12 months post exit.
- B. In order to capture performance, South Central Workforce (SCW) requires each exit have the participant information summarized and reported on Attachment 1 (Adult and Dislocated Worker) or Attachment 2 (Youth) SCW Exit and Performance Form, and include a copy of the Outcomes, Program Completion touchpoint.
  - a. Initial follow-up entry (Exit quarter) must be the same as the exit date. See Administrative Bulletin 220 Follow-Up Career Services for details.
  - b. Planned Start Date and End Date for Follow-Up Career Services is for a period of 12 months, i.e., not more than 12 months. For example, a participant exits 4/1/19, the end date for Follow-Up Career Services is 3/31/20.
- C. The SCW Exit and Performance Form is to be completed by the appropriate agency staff, reviewed by MIS and be submitted with the Outcomes, Program Completion touchpoint to the SCW no later than 14 business days after the exit date.

Attachment 1: SCW Exit and Performance Form Adult & Dislocated Worker

Attachment 2: SCW Exit and Performance Form Youth

## REFERENCES:

All Contractors will be monitored for compliance with the MIS procedures for timeliness, accuracy and completeness of all forms and documents.

- 20 CFR § 681.450
- TEGL 10-16, Change 3 – Performance Accountability Guidance for WIOA
- WorkSource System Policy 1020, Revision 1 – Data Integrity & Performance Policy and Handbook