PROGRAM COMPLETIONS AND EXITS

Policy Number: 219, Revision 3
Effective Date: July 1, 2019
Revision Date: August 10, 2026

I. BACKGROUND

The program completion date is the date of the final program-funded participation-level service. This date is entered into the state MIS by staff. Individuals who have completed program participation in Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, or Youth programs enter a follow-up period to support their continued success (See Administrative Bulletin 220 Follow-Up Career Services for details). However, if at any time they return in the 90-day period, they must be provided participation-level services as needed.

For the 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 they 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 (ISS) 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 ISS 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. Meanwhile, the program completion date is the date of the final program-funded participation-level service that is entered into the state MIS by staff.

III. ACTION REQUIRED

a. In order to capture performance, South Central Workforce (SCW) requires each program completion to have the participant information summarized and reported on Attachment 1 SCW Exit and Performance Form.
b. The SCW Exit and Performance Form is to be completed by the appropriate agency staff, reviewed by MIS, and be submitted to SCW no later than 14 business days after the program completion date.
c. As each participant is exited from the WIOA Program, all participant activities in the state provided database are closed except for follow-up, which will occur for 12 months post exit. See Administrative Bulletin 220 Follow-Up Career Services for details.

ATTACHMENTS

- Attachment 1: SCW Exit and Performance Form

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 3 – Data Integrity & Performance Policy and Handbook