

4.60 PROGRAM EXITS

Participants who have not received a qualifying participant level service for 90 consecutive calendar days and are not scheduled for future services are considered to have exited the program. The date of exit is set retroactively after 90 days back to the date of the last qualifying participant level service. Self-services, information-only services or activities; or follow-up services do not delay, postpone, extend, or affect the date of exit. Exits occur automatically retroactive to the actual end dates of keyed services/activities on HireMarianas.

A. Program Exit Requirements

The date of exit is the date of the last qualifying participant level service was provided to a participant. Because the date of exit is retroactive to the last date of a qualifying participant level service, follow-up services may begin immediately following the anticipated last date of service if it is expected that the participant will not receive any future services other than follow-up services.

In preparation for the system exit, staff must ensure the following have been completed:

- The IEP/ISS is closed
- All keyed services/activities are closed.
- Credentials gained during participation are captured and entered in HireMarianas.
- Measurable Skill Gains are captured and entered in HireMarianas.
- Documents to validating gainful unsubsidized employment are obtained for entry into HireMarianas.

Soft Exits

A “soft exit” is no staff-assisted services for 90 consecutive days prompting the system, HireMarianas, to exit the participant automatically. The date of WIOA exit will correspond to the last day of WIOA Title I staff or partner assisted service. This date should correspond to the last participant level service/activity.

Case Notes

Case notes should support the last date of a participant level service and include the reason for completing the program/closing the case/beginning the follow up, i.e., completion of training, successful transition into employment, loss of contact, etc.

B. Common Exit

A “common exit” occurs when a participant, enrolled in multiple DOL WIA administered partner programs, has not received services from any DOL WIA administered program to which the common exit applies for at least 90 consecutive days, and no future participant level services are scheduled.

A participant who receives concurrent participant services in whole or in part from the partner programs listed below, must complete participant services from all programs in which the participant is co-enrolled in order for the “common exit” to be effectuated. When a participant receives services from multiple programs, the most recent qualifying, participant-level service end date is the date of the auto-exit. Follow-up services, self-service and informational only services provided to participants do not extend the exit date.

This common exit policy applies to participants co-enrolled in the following DOL-WIA administered programs utilizing the same Management Information System or MIS:

1. WIOA Adult Program;
2. WIOA Dislocated Worker Program;
3. WIOA Youth Program; and
4. National Dislocated Worker Grant Programs

C. Future Scheduled Services

If a future service is scheduled after 90 consecutive days of no qualifying, participant-level services for any WIOA Adult, Dislocated Worker, or Youth Program participant, that participant may continue to be enrolled following 90 days of no service and not be exited. Future scheduled services under these programs may only delay exit when they are scheduled to accommodate start dates for training, educational, or other services provided by these programs that begin more than 90 days after the last date of service. If no future services are scheduled, then the participant is exited from the program.

D. Exclusions

Title I Adult and Dislocated Worker participants will not be counted in performance if exclusions are recorded for any of the following reasons:

- The participant has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.
- The participant is receiving medical treatment and that treatment last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- The participant is deceased.
- The participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.

Title I Youth participant will not be counted in performance for any of the following reasons:

- The participant has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.
- The participant receives medical treatment and that treatment last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- The participant is deceased.
- The participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- The participant is in the foster care system as defined in 45 CFR 1355.20(a), and has moved from the local workforce area as part of such a program or system.

Case Closure

Cases closed manually is considered a “hard exit.” Only in the cases of “exclusions” will staff initiate recording an exclusion to close a case. The date of exit will be set to the date of the last qualifying, participant-level service after entry of the exclusion reasons.