

September 8, 2000

WORKFORCE INVESTMENT ACT (WIA)
STATE ADMINISTRATIVE ENTITY (SAE)
SAE INFORMATION NOTICE NO. 50-00
(SIN No. 50-00)

**SUBJECT: PROCEDURES FOR EXITING PARTICIPANTS FROM WIA
ACTIVITIES**

1. **PURPOSE:** To provide guidance to New Mexico Workforce Development Areas/Local Workforce Development Boards (NMWDAs/LWDBs) regarding the requirements and procedures for exiting (terminating) participants from a WIA activity or program.

2. **BACKGROUND:** WIA Section 136 specifies core indicators of performance for workforce investment activities in adult, dislocated worker, and youth programs. For accountability purposes, the core measures apply to customers who receive workforce investment services beyond self-service and information services. The WIA Federal Regulations at Section 666.140 specifies that the point of registration determines who is counted and who is excluded from the measures. All persons that receive services under WIA Title I will be counted. Therefore, how a participant is exited (terminated) from the program will impact on each local area performance levels and overall performance of the State. United States Department of Labor Employment and Training Administration (USDOL ETA) Training and Employment Guidance Letter (TEGL) No. 7-99 provides guidance to states on WIA exit requirements and other issues relating to performance accountability.

DISTRIBUTION:

State WDB & NMWDA/LWDB Chairpersons
NMWDA/LWDB Administrative Entities
SAE Subrecipients
USDOL Federal Representative

SAE/NWDA/LWDB Legal Council
SAE/NMWDA/LWDB EO Office
NMWDA/LWDB Subrecipients

3.

ACTION

a. **Types of exits from WIA activities.**

For purposes of the TEGL there are two ways to determine *exit* (termination) from a WIA activity during a quarter:

- (1) A participant has a date of case closure, completion or known exit from WIA-funded or non-funded partners service within the quarter, or;
- (2) A participant does not receive any WIA-funded or non-WIA funded partners service for 90 days and is not scheduled for future services except follow-up services.

Participants who have a *planned gap in service* should *not* be considered as exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. Service providers shall document such gaps in services in the participant file.

b. **WIA performance measures exclusions.**

- (1) Participants to be excluded from performance measures are those that exited under the following conditions:
 - JTPA participants who received objective assessment only and participants in Title II 8% funded programs.
 - JTPA dislocated workers served exclusively with National Reserve Account (NRA) funds, and WIA dislocated workers served exclusively with National Emergency Grants.
 - Participants who exit from services because they are incarcerated, deceased or have a medical/health condition that prevents them from participating in services should not be included in the performance measures.

c. **WIA participant exit requirements.**

Once a participant *has not* received any WIA funded or partner services for 90 days, except follow-up services, and there is no

planned gap in service or the planned gap in service is for reasons other than those specified herein, the participant has exited WIA except for certain youth. The younger youth skill attainment rate and employer satisfaction measures are not based on exit. The following provisions apply to all WIA program exits:

- (1) The exit date is the last date of WIA funded or partner service received (except follow-up services).
 - (2) If a participant exits WIA and receives additional WIA services after the exit date, that participant shall be treated as a new participant for purposes of the applicable core measures.
 - (3) The definition of exit, above, applies to all of the core measures except the younger youth skill attainment and employer satisfaction measures.
 - (4) Service providers shall use the applicable WIA forms to enroll new participants, or exit JTPA carryover participants and WIA participants from WIA activities.
4. **EFFECTIVE DATE**: This State Information Notice is effective July 1, 2000 and will remain in effect until further notice.
 5. **RECESSIONS**. None.
 6. **CONTACT**. Inquiries regarding this notice should be directed to the Job Training Division in Santa Fe at (505) 827-6827.

CLINTON D. HARDEN, JR.
Secretary