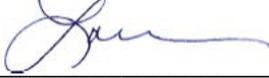
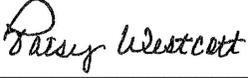


State of Alaska Department of Labor and Workforce Development

Divisions: Alaska Workforce Investment Board (AWIB), Employment and Training Services (DETS)	Policy: 07- 539
Subject: Participant Common Exit	Pages: 4
Reference: Training and Employment Guidance Letter WIOA 10-16 Change 1 Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA Title I, Title II, Title III, and Title IV Core Programs; Workforce Innovation and Opportunity Act, Pub. L. 113-128; Training and Employment Guidance Letter WIOA 14-18 Operating Guidance for the Workforce Innovation and Opportunity Act; Training and Employment Guidance Letter WIOA No. 19-16 Operating Guidance for the Workforce Innovation and Opportunity Act	Effective: 6/19/2020
Approved:  _____ Louise Dean, Executive Director, AWIB	6/30/2020 _____ Date
Approved:  _____ Patsy Westcott, Director, DETS	6/30/2020 _____ Date

1. Parties Affected

This policy applies to the Alaska Workforce Investment Board (AWIB) staff, Division of Employment and Training Service (DETS) staff, and subrecipients of Workforce Innovation and Opportunity Act (WIOA) Title I-B subawards for and participants enrolled in the following programs:

- a) WIOA Adult;
- b) WIOA Dislocated Worker;
- c) WIOA Youth;
- d) Wagner Peyser; and
- e) Trade Adjustment Assistance.

2. Background

WIOA establishes performance accountability indicators, aligns performance-related definitions, ensures comparable data collection, and integrates performance reporting requirements to assess the effectiveness of states in achieving positive outcomes for individuals served by the workforce development system.

States are encouraged to create common exit policies to ensure programs are able to more efficiently and effectively integrate service delivery, track the coordination of services, and align performance reporting. This increases the program resources available, improves the quality of services provided through a common period of participation, and improves performance outcomes.

3. Policy

A common exit shall occur when a participant who is enrolled in multiple programs has not received services from **any** DOL-administered program to which the common exit policy applies for at least 90 days, and has no future services planned through any of those programs. A participant is only exited when all exit criteria for each program is met.

Exit Date: The date of exit cannot be determined until at least 90 days have elapsed since the participant last received individualized career services, training, or support services, and no future services are planned. The date of exit is applied retroactively to the completion date of the last individualized career, training, or support service.

The following service types do not delay, postpone, or affect the date of exit:

- basic career services such as self-service or information-only services or activities; and
- follow-up services.

The time accumulated under a “gap in service” designation does not count against the 90 consecutive days. Participants must be exited after 90 consecutive days without service.

Exit Exclusions: The following individuals are excluded from the 90 day waiting period and may be exited immediately after completion of the last service:

- incumbent workers;
- participants who are incarcerated in a correctional institution or have become residents of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services;
- participants who are undergoing medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program;
- participants who are deceased;
- participants who are members of the National Guard or other reserve military of the armed forces and are called to active duty for at least 90 days; and
- participants in the foster care system as defined in 45 CFR 1355.20(a) who exit the program because they moved from the area.

Follow-up Services are provided to ensure job retention, wage gains, and career progress for those who obtain unsubsidized employment. Follow-up services are a required activity for 12 months after exit for Youth, Adults, and Dislocated Worker participants.

Adult and Dislocated Worker participants may receive follow-up services immediately following placement into unsubsidized employment if it is expected that the participant will not receive any future services other than follow-up services. Adult and Dislocated Workers who have been exited and are in a 12-month follow-up period **may not receive training or supportive services.**

Youth program participants may begin follow-up services immediately after the last date of activity and this does not extend the exit date if it is expected that the participant will not receive any future services other than follow-up or support services.

4. **Definitions:**

- a) **Basic career services** are available for all job seekers and include self-service, information only services, labor exchange services, labor market information, job listings, information on partner programs, initial eligibility determinations, etc.
- b) **Follow-up Services** are non-monetary activities, provided for up to 12 months, which help retain unsubsidized employment resulting from the program-related services received. For exited WIOA Youth, follow-up services include activities that help ensure successful employment, post-secondary education, or training and may include monetary supportive services per [20 CFR Sec. 681.580](#).
- c) **Individualized Career Services** include comprehensive and specialized assessments of the skill levels and service needs and may include:
 - a. diagnostic testing and use of other assessment tools;
 - b. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
 - c. development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals;
 - d. individual or group counseling;
 - e. career planning;
 - f. short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional employment or training;
 - g. internships and work experiences that are linked to careers;
 - h. workforce preparation activities;
 - i. financial literacy services,
 - j. out-of-area job search assistance and relocation assistance; and
 - k. English language acquisition and integrated education and training programs.
- d) **Participant** – An Adult or Dislocated Worker program participant is a reportable individual who has received services other than self-services described in [20 CFR Section 677.150\(a\)\(3\)](#) and has satisfied all applicable programmatic requirements for the provision of services, such as eligibility determination and individual employment plan development. A Youth participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and

development of an individual service strategy, and received at least one of the 14 WIOA Youth program elements.

- e) **Reportable Individual** – an individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program.
- f) **Support services** may be utilized by Adult, Dislocated Worker and Youth participants engaged in individualized career and training services. Support services may include, but are not limited to, assistance with items such as transportation, child care, dependent care, medical and dental care, housing, food, and utilities payments that are necessary to enable an individual to participate in program services. Youth program participants may also utilize support services during the follow-up period. Support services during the follow-up period is not allowed for the Adult and Dislocated Worker programs.
- g) **Training services** include occupational skills training, including training for nontraditional employment; on-the-job training; incumbent worker training; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; transitional jobs; job readiness training; adult education and literacy activities including activities of English language acquisition and integrated education and training programs, and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.