

Exiting Policy

1. Exit is defined in regard to the Workforce Innovation and Opportunity Act Title I Adult, Dislocated Worker, Youth, Wagner Peyser and Adult Education as 90 days without any services other than self-service, informational, or follow-up and there are no future services planned other than follow-up.
2. Exits are also triggered by completion of a training activity, successful transition into employment, or in some cases because of loss of contact.
3. A system exit or soft exit occurs automatically based on actual dates of services and activities in the Virginia Workforce Exchange.
4. The exit date is the date on which the last service funded by the program or a partner program is received by the participant.
5. Once a participant has not received any services for 90 consecutive calendar days and has no gap in services and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or partner program.
6. Adult, Dislocated Worker, and Youth Title I program case notes should support the last date of Workforce Innovation and Opportunity Act services.
7. Case notes need to be detailed.
8. Services that may be delivered during the 90 days that do not extend the period of participation include:
 - a. Postemployment follow-up services designed to ensure job retention, wages, and career progress such as:
 - i. Additional career planning and counseling;
 - ii. Contact with the participant's employer;
 - iii. Assistance with work-related problems that may arise;
 - iv. Peer support groups;
 - v. Information about additional educational opportunities;
 - vi. Informational mailings; and,
 - vii. Referral to supportive services available in the community.
 - b. Case management services and any other required administrative caseload management activity that involves regular contact with the participant or employer to obtain information regarding the participant's employment status, educational progress, or need for additional services.
9. Participants with a planned gap in services of greater than 90 calendar days should not be exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that temporarily prevents the individual from participating in services.
10. In certain circumstances a participant exit may be excluded from performance and follow-up:
 - a. Institutionalized – the participant exits the program because he or she becomes

- 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.
- b. Health/Medical – the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
 - c. Deceased – the participant is deceased.
 - d. Reserve forces called to active duty – the participant exits the program because 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.
 - e. Foster care – the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only).
 - f. Ineligible – the participant, who was determined to be eligible, is later determined not to have met eligibility criteria.
 - g. Criminal offender – the participant is a criminal offender in a correctional institution under section 225 of the Workforce Innovation and Opportunity Act.

Approval Signature:



Revision Date: June, 2017