



Technical Assistance Guide (T.A.G.) Workforce Innovation and Opportunity Act

Number: 20-5

Date: April 15, 2021

Subject: Participant Common Exit Policy for Workforce Innovation and Opportunity Act (WIOA) Title I (Adult, Dislocated Worker and Youth), Title III (Wagner-Peyser), Jobs for Veterans State Grants (JVSG), National Dislocated Worker Grants (NDWG), and Trade Adjustment Assistance (TAA)

Purpose: To provide Local Workforce Development Boards (LWDBs) with guidance on participant common exit policy and related processes.

Scope: Local Workforce Development Board Participant Common Exit Policy for Workforce Innovation and Opportunity Act (WIOA) Title I – Adult, Dislocated Worker and Youth Programs. Upon issuance, Local Workforce Development Boards (LWDBs) will disseminate this guidance to their program staff and to the attention of all WIOA service providers under their respective designated local areas. Any LWDB’s policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

Effective Date: November 2020; in perpetuity

References/Authorities:

Workforce Innovation and Opportunity Act (WIOA) sec. 116; 20 CFR part 677 and 34 CFR parts 361 and 463; USDOL Training and Employment Guidance Letter (TEGL) 10-16 (December 19, 2016) and TEGL 10-16 Change 1 (August 23, 2017) Attachment 2, Tables A-C

Background:

In accordance with WIOA sec. 116 and TEGLs 10-16 (December 19, 2016) and 10-16 Change 1 (August 23, 2017) titled “Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs, USDOL encouraged states to implement a “common exit” for DOL-administered programs and envisions full implementation of a common exit across the DOL-administered core programs within each state.

Nevada’s workforce system has long used integrated periods of participation for individuals co-enrolled in two or more programs and continues to do so under WIOA through a common exit policy, which promotes service delivery that focuses on customer needs.

Policy and Procedures:

A “common exit” occurs when (1) a participant, enrolled in multiple Department of Labor (DOL) administered programs, has not receive services from any DOL-administered program to which the common exit policy applies for at least 90 consecutive days, and (2) no future services are scheduled, with the exception of self-service, information-only activities, or follow-up services. A participant is only exited when all exit criteria for each program is met. The exit date is set retroactively back to the last qualifying participant-level service.

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Programs: In Nevada’s workforce management information system, EmployNV, common exit takes into consideration enrollment and activities provided by the following programs:

- Title I Adult
- Title I Dislocated Worker (DW)
- Title I Youth
- Title III Wagner-Peyser (WP)
- Jobs for Veterans State Grants (JVSG)
- National Dislocated Worker Grants (NDWG)
- Trade Adjustment Assistance (TAA)

Follow-up tiles are only available in the EmployNV system after a common exit has occurred, but follow-up services can be provided after an exit from a single core program.

Follow-ups
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[Create Local Follow Up](#)

Search:

Required By	Date Complete	Status	Follow Up Type
09/30/2019		Required	1st Quarter After Exit
12/31/2019		Required	2nd Quarter After Exit
03/31/2020		Required	3rd Quarter After Exit
06/30/2020		Required	4th Quarter After Exit

Exit Date: The date of exit cannot be determined until at least 90 consecutive 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 service.

The time accumulated while waiting for future scheduled services does not count against the 90 consecutive days. Participants must be exited after 90 consecutive days without qualifying participant-level service. The date of exit is automatically applied by EmployNV (MIS).

Exclusions: The following individuals are excluded from performance and 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;

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- 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 move 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 program services. Follow-up services provided to youth can include support services; however, support services provided during follow-up do not extend the exit date.

Local areas must collect supplemental information on employment, wages, occupational codes after exit and any credentials earned up to 12 months after exit.

Definitions:

Basic career services are available for all jobseekers and include self-service, information-only services, labor exchange services, labor market information, job listings, information on partner programs, and initial eligibility determinations.

Follow-up services are non-monetary activities provided for up to 12 months that 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, postsecondary education or training and may include monetary supportive services per 20 CFR § 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 has received at least one of the 14 WIOA Youth program elements.

Participant is a reportable individual who receives a qualifying participant-level service that is defined as a significantly staff-assisted service or an individualized service customized to the participant.

Reportable individual is an individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program but does not receive a qualifying participant-level service.

Supportive services may be utilized by Adult, Dislocated Worker and Youth participants engaged in individualized career or training services. Supportive services may include, but are not limited to, assistance with items such as transportation, childcare, dependent care, medical and dental care, housing, food, and utility 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. Supportive services during the follow-up period are not allowed for the Adult and Dislocated Worker programs.

Training services include: occupational skills training, including training for nontraditional employment; on-the-job (OJT) 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; skills 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 training.