

COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INVESTMENT ACT

VIRGINIA WORKFORCE LETTER (VWL) #14-06

TO: LOCAL WORKFORCE INVESTMENT BOARDS
FROM: WORKFORCE DEVELOPMENT SERVICES
SUBJECT: Service Extensions in the Virginia Workforce Connection (VaWC)
DATE: December 1, 2014

REFERENCES:

- WIA Section 136;
- WIA Regulations at 20 CFR Parts 661 and 666;
- Training and Employment Guidance Letter No. 17-05; Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance and Accountability System and Related Performance Issues; Dated: February 17, 2006;
- Training and Employment Guidance Letter No. 17-05; Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance and Accountability System and Related Performance Issues, Change 2; Dated: May 20, 2009;
- Training and Employment Notice No. 8-10; Subject: Workforce Investment Act Self-Service Reporting-What, Where and How; Dated: August 26, 2010;
- Training and Employment Guidance Letter No. 4-13; Workforce Investment Act (WIA) Performance Reporting System; Dated: August 28, 2013;
- Virginia Workforce Letter No. 05-12; Subject: WIA Program Participation and Performance Measures;
- Virginia Workforce Letter No. 05-13; Subject: Program Exit;
- Virginia Workforce Letter No. 08-07; Subject: Timely Data Entry;
- Virginia Workforce Letter No. 10-07; Subject: Common Measures;
- Virginia Workforce Letter No. 11-02; Subject: WIA Service Code Definitions and Limitations;

- Virginia Workforce Letter No. 11-05; Subject: Credentialing and CRC Attainment under Common Measures;
- Virginia Workforce Letter No. 11-08; Subject: Local Monitoring Requirements for Workforce Investment Areas;
- Virginia Workforce Letter No. 11-13; Subject: CRC Service Codes in VOS;
- Virginia Workforce Letter No. 13-07; Subject: Virginia Workforce Connection (VaWC) System of Record And Entry of Case Notes in VaWC, Including Guidelines;
- Virginia Workforce Letter No. 13-08; Standardized Participant File Format;

Purpose:

To provide Local Workforce Areas and VCCS WIA-Funded programs with guidance on activities/service extensions within the Virginia Workforce Connection (VaWC). Virginia Workforce Letter (VWL) 14-01, Subject: WIA Service Code Definitions and Limitations contain definitions and limitations for each of the activities and services included in the VaWC application.

Definitions:

Limitation in the Activity Code Definitions:

The term “Limitation” refers to one or both of the following circumstances for all Activity Codes:

- **Time Limit for an Activity Code** – a limited period of time that an activity code may be active (“open”) in VaWC (“VOS”). It does not refer to the duration of the activity itself. For example, Activity Code 213, Mentorship, can be entered initially into VaWC for a period beginning on a certain date with an ending date as much as 30 calendar days later, even if the Mentoring activity lasts longer than 30 days. At the end of the *initial* 30 day period, the case is to be reviewed and the end date *may be extended* an additional 30 days, or fewer as appropriate, if the participant is still involved in that activity. The review and update of this activity code’s end date continues for as long as it is applicable to the participant’s situation. **All extensions must be documented in VaWC Case Notes and in the participant’s file.**
- **Restriction of Use of an Activity Code** - Certain activity codes can be used for only a particular segment of persons or only under certain circumstances. For example, Activity Code 181, Transportation Assistance, may be used only for persons enrolled in WIA Title 1B activities. This code may not be used for persons in “applicant” status. Another example - only youth should be enrolled in 400 level services.
- The purpose of the service limitation is to prevent services from being projected indefinitely into the future.

Program Exit: The term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. The exit data is the last date of service.

Condition: Occasionally, circumstances occur that are beyond the control of both the participant and the program and are expected to last for an undetermined period beyond 90 days. The following categories are the only allowable circumstances where a participant can be excluded from the common measures. A participant in any of the following categories, ***either at the time of exit or during the three-quarter measurement period following the exit quarter, may be excluded from the common measures:***

- *Institutionalized* – The participant is residing in an institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain in the institution for at least 90 days. The reason does **not** apply to persons with disabilities (as defined in 29 CFR 37.4) residing in institutions, nursing homes, or residential environments; persons participating in the Responsible Reintegration of Youthful Offenders program; and persons participating in the Prisoner Reentry Initiative.
- *Health/Medical or Family Care* – The participant is receiving medical treatment or proving care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. This does not include temporary conditions or situations to last for less than 90 days.
- *Deceased* – No longer living.
- *Reserve Forces Called to Active Duty* – The participant is a member of the National Guard or a military Reserve unit and is called to active duty for at least 90 days.
- *Relocated to a Mandated Program* – For youth participants **only**, the participant is in the foster care system or another mandated (residential or non-residential) program and has moved from the area as part of such a program. This does not include relocation to a Job Corps center.
- *Invalid or Missing Social Security Number* – Because the measures require grantees to match personally identifiable client records with wage and other administrative data in order to obtain outcome information, grantees may exclude from all measures those participants who do voluntarily disclose a valid social security number.

Documentation Requirements:

The following are acceptable sources of documentation for the categories listed above: (All assume that there is an available Release of Information signed by the customer):

Exclusion	Documentation
Institutionalized	Statement from Institution regarding customer's status Newspaper article(s) Court records Statement from law enforcement official Family statement Probation Officer Statement from Participant Case Notes
Health/Medical or Family Care	Letter from health care professional regarding condition (assumes release of information) Statement from Family member Statement from Participant Case Notes
Deceased	Obituary Family Statement Case Notes
Reserve Forces Called to Active Duty	Copy of Orders – calling participant to active duty Note this does not include summer drill or weekend drill Statement from Participant Case Notes
Relocated to a Mandated Program	Statement from Program or Facility Family Statement Case Notes
Invalid or Missing Social Security Number	Statement from Customer regarding their unwillingness to provide their Social Security Number Case Notes