

COMMONWEALTH OF VIRGINIA  
VIRGINIA COMMUNITY COLLEGE SYSTEM

**WORKFORCE INVESTMENT ACT**

**VIRGINIA WORKFORCE LETTER (VWL) #14-11**

**TO:** LOCAL WORKFORCE INVESTMENT BOARDS

**FROM:** WORKFORCE DEVELOPMENT SERVICES

**SUBJECT:** PROGRAM EXIT POLICY

**DATE:** June 30, 2006  
Revised: May 5, 2011  
Revised: September 15, 2014

**EFFECTIVE DATE:** December 1, 2014

**RESCINDS** – VWL #03-03, Dated April 1, 2003  
**RESCINDS** – VWL #05-13, Dated June, 30, 2006

---

**PURPOSE**

The purpose of this memorandum is to provide local workforce investment area programs guidance on the implementation of the program exit criteria for the common measures reporting. All WIA-funded programs are impacted by this policy.

**REFERENCES**

Training and Employment Guidance Letter No. 17-05, *Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance 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 Issues, Change 2*, dated May 20, 2009

Training and Employment Guidance Letter No. 17-09, *Subject: Quarterly Submission of the Workforce Investment Act Title I-B Standardized Record Data (WIASRD)*, dated March 10, 2010

Training and Employment Guidance Letter No. 4-13, *Subject: Workforce Investment Act (WIA) Performance Reporting System*, dated August 28, 2013

**TERMINOLOGY**

For purposes of this guidance, the following terms are used:

**Date of Exit** – the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service 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 a partner program. (Workforce Investment Act Standardized Record Data – WIASRD Data Element 901 – Date of Exit)

**Exit** – The term “program exit” means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services.

**Exit Quarter** – Represents the calendar quarter in which the date of exit is recorded for the individual.

## **GUIDANCE**

### ***What is the definition of 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 date is the last date of service.

Post-employment follow-up services designed to ensure job retention, wage gains, and career progress does not count as a service that would extend the participation period. Such follow-up services that do not extend the period of participation could include, but are not limited to: additional career planning and counseling; contact with the participant’s employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; informational mailings; and referral to supportive services available in the community. Although these services should not extend the participation period or delay program exit, all are reminded that these services may have a direct and positive impact on the employment retention and wage gains of participants who enter employment.

Examples of other activities that do not extend the period of participation or delay program exit include the following:

- Determination of eligibility to participate;
- Case management services and any required administrative case load management activities that involve regular contact with the participant or the employer to obtain information regarding the participant’s employment status, educational progress, or need for additional services; and
- Income maintenance or support payments, (e.g., Unemployment Insurance (UI) benefit payments, Temporary Assistance for Needy Families (TANF), other cash assistance, Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps), and subsidized childcare).

However, trade readjustment allowances and other needs-related funded programs through the Trade Adjustment Assistance program, WIA or National Emergency Grants are elements of a training program

that delay program exit because these allowances and payments are tied to continuous participation in skills training.

The phrase “and is not scheduled for future services” does not apply to a participant who voluntarily withdraws or drops out of the program. In these circumstances, once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days, the date of exit is applied retroactively to the last day on which the person received a service funded by the program or a partner program.

***Are there exceptions to the definition of exit?***

A participant should not be considered as exited if there is a gap in service of greater than 90 days in one of the following circumstances:

- Delay before the beginning of training;
- Health/medical condition or providing care for a family member with a health/medical condition; and
- Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service.

A gap in service must be related to one of the three circumstances identified above and last no more than 180 consecutive calendar days from the date of the most recent service to allow time to address the barriers to continued participation. However, grantees may initiate a consecutive gap in service of up to an additional 180 days for the participant that follows the initial 180-day period to resolve the issues that prevent the participant from completing program services that lead to employment. Grantees must document all gaps in service that occur and the reasons for the gaps in service, including the participant’s intent to return to complete program services. Documentation related to any gap must be documented and is subject to audit.

***When does exit from the program occur?***

Once a participant has not received any service funded by the program or a partner program for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the participant received a service funded by the program or a partner program. If the participant receives services from multiple programs, then states and grantees may use the last or most recent date of service as the “date of exit” for use in reporting on the measures in each program.

***When does exit from the program occur?***

Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services, the date is applied retroactively to the last day on which the person received a service funded by the program or a partner program. If the participant receives services from multiple programs, then states and grantees may use the last or most recent date of service as the “date of exit” for use in reporting on the measures in each program.