MEMO: AP 07-05

DATE: January 31, 2007

TO: WIB Directors
    WIB Chairpersons
    Grant Recipients

FROM: Carl Buzzelli
      WIA Program Manager

SUBJECT: WIA Soft Exit Parameters

Background: At the CTWBS Design Group meeting on January 8th, we discussed our concerns around the lack of WIA exits to date and the large number of WIA clients who had been in the system more than a year. All Boards were sent lists for their area and asked to respond with an update on all active and inactive participants by January 31, 2007. We are anxiously awaiting your responses. Additionally at that meeting, local Boards expressed an interest in having an issuance from our office detailing the parameters around the soft exit process. This issuance is provided to address those needs.

Policy: The Connecticut Department of Labor is issuing this policy as guidance on the procedures used in the soft exit process for CTWBS.

Based upon the requirements of TEGL 17-05, Common Measures Policy for the Employment and Training Administration’s (ETA) Performance Accountability System and Related Performance Issues, dated February 17, 2006, the CTWBS has been modified to accommodate soft exit requirements and to provide a notification system to case managers. The guidance is provided in outline form utilizing the following sections:

I. Definitions for Exit and When Exit Occurs
II. Activities that Affect Period of Participation
III. Conditions Necessary for Activities to Extend Participation
IV. To Do Notices
V. Data Entry Notification
I. Definitions for Exit and Date of Exit

A. 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. (See AP 06-16, New Definitions Related to Program Participation, Exit and Performance under the Workforce Investment Act) for exceptions to the program exit definition.

B. Occurrence of Exit – 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 of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program. If the participant receives services from multiple programs, then states 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.

II. Activities that Affect Period of Participation

A. Activities that will extend period of participation:

1. All JFES;
2. All WIA;
3. All Wagner-Peyser except those listed in item IIB;
4. All workshops;
5. All job referrals;
6. All resource room visits.

Also, please note that activities with status of Not Completed for one of the following reasons: Did Not Begin, Cancelled, Unsubsidized Employment, will not extend the period of participation.

B. Activities that will not extend period of participation:

1. other participant activity;
2. case manager activity.
III. Conditions Necessary for Activities to Extend Participation

1. actual start date is greater than or equal to the WIA registration date; or
2. actual end date is greater than or equal to the WIA registration date; or
3. estimated end date is greater than or equal to today; or
4. estimated start date is greater than or equal to today.

The 90-day counter will begin counting once the record has no open activities (all have actual end dates) and there are no future scheduled activities or planned gaps in service.

IV. To Do Notices

A. The purpose of this To Do is to remind case managers that a particular record is nearing a soft exit unless an additional activity is posted before reaching the 90-day mark.

B. An Exit To Do is also sent to the assigned case manager reminding him or her to enter the exit placement information.

V. Data Entry Notification

A. WIA assigned case managers will receive a To Do notice for each activity with an estimated start date, and/or estimated end date that has arrived in real time, and needs to be updated. The system will suspend counting for seven days to allow case managers time to update such activities. Activities with only estimated dates that are not updated during the 7 day grace period will be ignored by the counter and the counting will resume with the last actual end date.

B. Case managers are also allowed a 7-day grace period to update a participant’s workshop enrollment status. If, after seven days, the status has not changed from enrolled, the system will ignore the workshop and begin counting from the activity with the latest actual end date.

Please understand that the counter does not begin counting until all activities have been closed with an actual end date.
We believe the guidance provided in this issuance will be of assistance to you and your staff, including case managers, as you oversee the participation and exiting of clients. If you have further questions on this process, they should be directed to Stephen Litke at (860) 263-6599 or John Matteis at (860) 263-6571.