

Technical Assistance Guidance

TAG 11-2017

Issued Date: **July 10, 2017**

Subject: WIOA Service Entries and Program Exits

Purpose

This TAG provides sub-recipients with a helpful tool to improve quality of service, effective management practices and ensure compliance with Federal, State and local regulations.

Background

Once a participant has not received any WIOA services, or partner services, for ninety (90) consecutive calendar days, has no gap in services and is not scheduled for future services the date of the exit is applied retroactively to the last day on which the participant received a service by the WIOA program or partner program.

References

TEGL 17-05

DETR-WISS SCPs 1.8 and 2.2

WC Policies ADW-030-02, YTH-040-02 and GEN-050-07

Guidance

WIOA Service *Start* and *Planned End Date* entries must not to be used as a place holder in order to prevent the participant from exiting the system due to non-activity. Services must be entered and closed as the service is provided in order to comply with DOL reporting methods. Extending service dates must only used should the service activity need to be extended, (e.g., if the participant failed to meet the training requirements and needs additional time to complete). Case notes in the MIS (currently NJCOS) must document the need for additional time to complete the service.

Action

Please share this information with all WIOA Title I staff and other interested parties.

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your contract administrator at your earliest convenience.

Technical Assistance

Available upon request.