



# Montana Department of LABOR & INDUSTRY

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2 **Division: Workforce Services Division**  
3 **Category: WIOA**  
4 **Effective Date: 10/1/2018**  
5 **Last Revised: January 1, 2020**  
6 **Policy No.: 23-18**

## 7 **Program Participation and Exit Policy**

8 **Background:** The Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers  
9 access employment, education, training, and support services to succeed in the labor market and to match  
10 employers with the skilled workers necessary to compete in a global economy. This policy clarifies definitions of  
11 reportable individual, participant, program exit, and period of participation as they align with Montana Labor &  
12 Industry's (MDLI) WIOA performance in achieving positive outcomes for individuals served by the workforce  
13 development system's core programs.

14 **Scope:** This policy applies to all service providers operating WIOA Title I Adult, Dislocated Worker and/or  
15 Youth programs or Wagner Peyser's Employment Service program as amended by WIOA Title III; WIOA Title I or  
16 Title III program managers; WIOA fiscal officers; and the WIOA monitoring team. This policy is effective January  
17 1, 2020.

### 18 **Policy:**

#### 19 **Reportable Individuals:**

- 20 • Reportable Individuals engage with the workforce system on an initial level but do not meet program  
21 requirements for eligibility or for participation. They are individuals who:
- 22 • Provide identifying information and
  - 23 ○ Only use self-service; or
  - 24 ○ Only receive information-only services or activities.
- 25 • Reportable individuals do not have performance goals and cannot be used to impose sanctions on the  
26 state. Reportable Individuals will be tracked and reported in MDLI's annual performance reports but do  
27 not help or hurt performance.

#### 28 **Participant:**

- 29 • WIOA Title I, Adult and Dislocated Worker and Title III, Wagner-Peyser: A reportable individual who has  
30 received services other than self-service or informational-only services and meets all program  
31 requirements such as eligibility and the provision of certain demographic and other data elements..
- 32 • WIOA Title I, Youth: A reportable individual who has satisfied all applicable program requirements for the  
33 provision of services, including eligibility determination, an objective assessment, development of an  
34 Individual Service Strategy (ISS), and received one or more of the 14 WIOA Youth program elements.
- 35 • Participants are included in performance outcomes. Performance indicators are based on participant  
36 experience upon exit from or, as applicable, during participation in a program.

37 Exit:

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- The date of exit cannot be determined until 90 days have elapsed since the participant last received a countable service and no services are planned for the future. The exit date is applied retroactively to the last service date.
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- Self-service, information-only services or activities, and follow-up services do not delay, postpone or affect the date of exit.
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43 **Monitoring and Evaluation:**

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- A formal monitoring will be conducted by the entity designated by State Workforce Innovation Board (SWIB).
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46 **References:**

- 47
- [TEGL 10-16 Change 1, Performance Accountability Guidance](#)