**Division: Workforce Services Division**

**Category: WIOA**

**Effective Date: 10/01/2018**

**Last Revised: 10/01/2021**

**Policy No.: 23-18**

# Program Participation and Exit Policy

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

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

## Policy:

### Reportable Individuals:

* Reportable Individuals engage with the workforce system on an initial level but do not meet program requirements for eligibility or for participation. They are individuals who:
* Provide identifying information and
* Only use self-service; or
* Only receive information-only services or activities.
* Reportable individuals do not have performance goals and cannot be used to impose sanctions on the state. Reportable Individuals will be tracked and reported in MDLI’s annual performance reports but do not help or hurt performance.
* Participant: WIOA Title I, Adult and Dislocated Worker and Title III, Wagner-Peyser: A reportable individual who has received services other than self-service or informational-only services and meets all program requirements such as eligibility and the provision of certain demographic and other data elements..
* WIOA Title I, Youth: A reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, development of an Individual Service Strategy (ISS), and received one or more of the 14 WIOA Youth program elements.
* Participants are included in performance outcomes.  Performance indicators are based on participant experience upon exit from or, as applicable, during participation in a program.

### Exit:

* 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.
* Self-service, information-only services or activities, and follow-up services do not delay, postpone or affect the date of exit.

## Monitoring and Evaluation:

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

## References:

* [TEGL 10-16 Change 1, Performance Accountability Guidance](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255)
* [TEGL 14-18 Aligning Performance Accountibility Reporting, Definitions, and Policies](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7611)