

WorkSource Information Notice (WIN)

WorkSource Standards & Integration Division

Policy Clarification | Q&A | Other

Number: WIN - 0031
Date: January 10, 2013
Expiration Date: N/A

TO: Workforce Development System Partners
FROM: Sandy Miller, Deputy Assistant Commissioner
SUBJECT: Participant Exit After Successful Placement In Employment

Purpose:

To clarify WIA case managers' responsibilities when exiting participants who have been placed into employment and to ensure federal guidelines are followed when follow-up services are delivered.

Action Required:

Local areas are required to establish appropriate procedures and training to ensure that all staff understand and comply with WIA requirements for properly exiting individuals from program participation. Each area is required to deliver training which includes making staff aware of the federal guidelines and the [Services Catalog](#). Local areas must document that the training has taken place and what was covered. WDC staff should contact the WSID System Performance Director if they require assistance with the training. WSID's System Performance unit will review SKIES data on a quarterly basis for compliance with the regulations.

Summary:

The DOL Comprehensive Review identified that the Workforce Investment Act and TEGL 17-05 exiting guidelines are not being followed consistently. The DOL finding requires that the state ensure these guidelines are being followed statewide. From the review, *"Case managers are maintaining participation following successful job placement to ensure that a participant maintains employment. While on site the reviewers discussed with local staff the requirement that an exit take place after 90 days without a service. The assurance of maintaining employment could occur during that 90 day period and there is no advantage to circumventing the program exit."*

In most cases, once a participant has successfully achieved their employment goal, only follow-up services should be delivered. Post-employment follow-up services are designed to ensure job retention, wage gains, and career progress and do not count as a service that would extend the participation period.

By delaying the exit of successfully placed participants, local areas are at risk of losing positive outcomes for Common Measures, as well as losing the timely capture of successful participants in the federal reports. SKIES data indicates that compliance with federal guidelines is an issue statewide.

WSID's System Performance unit estimates that up to **34%** of WIA Adult and Dislocated Worker participants served during PY11 had their exit extended inappropriately.

References:

- [WIA 101\(34\) and 134 2\(K\)](#)
- [TEGL 17-05 : Common Measures](#), Section 6(B)1
- [Washington State SKIES Services Catalog](#)

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

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Attachments:

None