



POLICY

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WORKFORCE DEVELOPMENT
AND
KENTUCKY WORKFORCE INNOVATION BOARD

POLICY NAME: Common Exit From WIOA Partner Programs

POLICY NUMBER: 23-002

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EFFECTIVE DATE: March 16, 2023

APPLIES/OF INTEREST TO: Kentucky Career Center (KCC) Staff and Local Workforce Development Areas

FOR FURTHER INFORMATION CONTACT: workforce@ky.gov

PURPOSE: This policy is intended to provide guidance on how and when to exit participants that enrolled in the Adult, Dislocated Worker, Youth, Wagner-Peyser, and Trade Adjustment Act programs. The policy also establishes what WIOA programs are considered in a common exit in Kentucky as required by WIOA law.

POLICY:

Exit:

As defined for the purpose of performance calculations, exit is the point after which a participant who has received services through any program meets the following criteria:

1. For the adult, dislocated worker, and youth programs authorized under WIOA Title I and the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA Title III, the exit date is the last date of service.
2. The last day of service cannot be determined until at least 90 days have elapsed since the participant last received services; services do not include self-service, information-only services, or follow up services.

Common Exit:

A common exit occurs when a participant, who is enrolled in multiple DOL-administered partner programs, has not received services from any of those programs to which the common exit policy applies, for at least 90 days, and no future services are planned.

Any participant who receives services funded in whole or in part from the partner programs listed below, sequentially or simultaneously, will be counted as a participant in each program, and will share a common “date of exit” for federal reporting.

Partner Programs to which Common Exit Applies:

- Adult, Dislocated Worker, and Youth Activities (Title I)
- Wagner-Peyser Employment Service programs (Title III)
- Trade Adjustment Act / Trade and Globalization Adjustment Act (TAA/TGAA)
- Jobs for Veterans State Grants (JVSG)

Timely Exit:

A case worker shall follow up with the participant every 30 days via phone or primary method of contact. The case worker should document a detailed description of contact attempts. In the event that the case worker attempts to contact the participant but is unable to reach them on that day, the case worker should do a follow up call in 10 days from that date. If contact is not made on the second attempt via phone or primary method of contact, the case worker shall make reasonable efforts to use alternative contact methods (e.g., alternative contacts, email, etc.) for a time not to exceed 90 days. If these contact attempts fail and the case worker is unable to reach the participant, the case worker shall close all open activities and create a closure with appropriate closure reason.

REFERENCES: TEGL 10-16 Change I; TEGL 10-16 Attachment 1; 20 CFR 677.150
