

ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

June 9, 2005

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2000-13, Change 3

SUBJECT: WIA Exit Policy

1. **Purpose.** To provide a statewide WIA Exit Policy
2. **Discussion.** The term exit means a participant has not received any services funded by WIA or a partner program for 90 consecutive calendar days, does not have a planned gap in service, and is not scheduled for future services. The date of exit is applied retroactively to the last day on which the individual received a service funded by WIA or a partner program.

Participants who have a planned gap in service greater than 90 days will not be considered as exited if the gap in service is due to one of the following circumstances:

- Delay before the beginning of training
- Health/medical condition or providing care for a family member with a health/medical condition
- Temporary move from the area that prevents the individual from participating in services

The term "service" does not include determination of eligibility, self-directed job search that does not result in a referral to a job, or follow-up services.

The phrase "and is not scheduled for future services" does not apply to participants who voluntarily withdraw or drop out from the program.

Failure to exit participants in a timely manner excludes participants from the customer satisfaction survey.

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3. **Action.** Participants can be enrolled in Intensive Services only for 90 days, after which time the participant must be exited, if no future service is planned or if participant is not receiving a partner program service. Any future service following this 90 day period must be clearly documented in the case notes.

Participants enrolled in Training Services may receive Intensive Services for 90 days after completion of training, after which time the participant must be exited, if no future service is planned or if participant is not receiving a partner program service. Any future service following this 90 period must be clearly documented in the case notes.

Each Local Area must ensure that appropriate staff receive and adhere to this policy.

4. **Contact.** Direct any question regarding this policy to Fannie Harris at (334)242-5381 or fannieh@adeca.state.al.us.



Steve Walkley, Division Director
Workforce Development Division