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**TECHNICAL ASSISTANCE MEMO #10**  
**REVISION 2**

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**DATE:** DECEMBER 17, 2009  
**EFFECTIVE DATE FOR REVISION 2:** APRIL 1, 2016

**TO:** ALL SSWDC SERVICE PROVIDERS

**FROM:** AMY GIMLIN, SSWDC DATA AND COMPLIANCE MANAGER

**RE:** SERVICES EXTENDING EXIT DATE

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According to Department of Labor, an exit date is the last date of a WIOA funded or partner service given. The client must **not** receive services for 90 days in order for the exit date to stick. For example, if a client obtains unsubsidized employment and WIOA chooses to exit the client, the client must not receive any qualifying service for 90 days. If the client receives a service from another program their exit date is extended to the date of that service end date.

A list of qualifying services can be found on the Inside SKIES website at <http://www.wa.gov/esd/skies/> called "Services Catalog". If any of these services are provided from **any** program the exit date will be extended. We have a One-Stop system that if a client is still in need of services then the client stays on program until such time services are no longer needed. That is not to say that the client should stay on program for long periods of time.

It is imperative that all service provider staff keep a close watch on their caseload to ensure the proper exit date is being reported. Providers must also keep in mind the MIS system will automatically exit the client on the date the last service was given. This is regardless of the "hard exit date" the provider entered. For example, a client received their last service on September 1<sup>st</sup>, and then became employed on October 1<sup>st</sup>. If the case manager does not enter a qualifying service but "hard exits" the client on October 1<sup>st</sup>, the actual exit date that is reported to DOL is September 1<sup>st</sup> because that is the last date of a qualifying service. All exits – hard or soft – are service-based, not outcome-based. Providers can certainly enter and track information on the date of job placement for local purposes, but the entered employment rate is formally derived by way of matches against quarterly UI wage data.

Follow up must occur for all Youth clients and those Adult clients exited once employment. The exit date is important when determining the follow up year. The follow up year starts the date of the last qualifying service not the date they were employed (if occurs after the last service). If providing follow up services, they must be recorded in the follow up plan as "Program Follow-Up Services". If recorded incorrectly it could extend the exit date.

It is the recommendation of the SSWDC, that all providers develop an internal process for exiting clients. It is important that each office is consistent and understands the "actual" exit date is the last date of a qualifying service and it is that date that will be reported to the State and DOL. If exit date is configured incorrectly, it could result in disallowed costs.

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