



TECHNICAL ASSISTANCE MEMO #10
REVISION 3

DATE: DECEMBER 17, 2009
EFFECTIVE DATE FOR REVISION 2: APRIL 1, 2016
EFFECTIVE DATE FOR REVISION 3: NOVEMBER 14, 2017
TO: ALL WSW SERVICE PROVIDERS
FROM: AMY GIMLIN, WSW DATA AND COMPLIANCE MANAGER
RE: EXIT DATE

According to Department of Labor, an exit date is the last date of a WIOA funded or WorkSource 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 is updated frequently and can be found on the Workforce Professionals Center website at <https://wpc.wa.gov/wswa/support> called "WorkSource Services Catalog". If any of these services are provided from **any** program, the exit date will be extended. The intent of a "One-Stop" system is so a client can get services from multiple providers simultaneously. The client is "enrolled" until services are no longer needed or 90 days pass, whichever is sooner.

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 1st, and then became employed on October 1st. If the case manager does not enter a qualifying service but "hard exits" the client on October 1st, the actual exit date that is reported to DOL is September 1st 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 in the Outcomes Touchpoint. It is easiest for reporting to have both dates match; it gives us a better look at real time data.

Contact with the participant for verification of employment is a follow-up service, **not** a service that qualifies to extend the participation date. If the case manager cannot locate the client, the exit date is the date of the last service provided, **not** the date of the last attempt to reach the customer.

Follow up must occur for all Youth clients and those Adult clients exited to employment. The exit date is important when determining the follow up year. The follow up year starts the date of the last qualifying 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 and could result in disallowed costs.