

**Division of Business
Partnerships**

**WORKFORCE
ADVISORY**

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TO: All Workforce Investment Act (WIA) Grantees
FROM: Corine Geldhof, Director, Division of Business Partnerships
SUBJECT: Exit Date Procedures and TEGL #17-05



The purpose of this advisory is to clarify the procedures for exiting a record in the Management Information System (MIS). This information can be found in The Employment and Training Administration, US Department of Labor, Training and Employment Guidance Letter (TEGL) #17-05, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*.

Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days, has no 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 the program or a partner program. If the participant receives services from multiple programs, then states and grantees may use the last or most recent date of service as the "date of exit" for use in reporting on the measures in each program.

To clarify, a gap in service occurs if one of the three following circumstances takes place that is expected to last more than 90 days: delayed training, health/medical reasons related to the participant or a family member, or a temporary move from the area. A gap in service should not exceed 180 days; however, grantees may initiate a consecutive gap in service of up to an additional 180 days for the participant. This extension follows the initial 180-day period in order to resolve issues preventing the participant from completing program services that lead to employment.

It is also important to note that you should not go back more than 90 days to exit a record unless it is within a quarter of which we have not yet reported.

Any questions regarding this Workforce Advisory should be directed to Mary Lacy, Research Analyst III, Division of Business Partnerships, at 907-269-7490 (phone), 907-269-4661 (fax), or mary.lacy@alaska.gov (email).

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