# Title 1 WIOA Integrated and Non-Core Programs Exit Policy

## Summary

Under the Workforce Innovation and Opportunity Act (WIOA), Minnesota has implemented an integrated exit policy for Title I core programs including Youth, Adult (AD), Dislocated Worker (DW), and non-core programs including Trade Adjustment Assistance (TAA), and National Dislocated Worker Grants (DWG). Minnesota’s State DW Program is also included in this policy. This policy outlines the requirements for transitioning participants from program services into follow-up services and ensuring compliance with state and federal regulations.

## Relevant Laws, Rules, or Policies

[Workforce Innovation and Opportunity Act (Public Law 113-128)](https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf)

[WIOA Final Rule (Dated 08-19-2016)](https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf)

[WIOA Final Rule: Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions (Dated 08-19-2016)](https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15977.pdf)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-14 (Dated 3-26-15)](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4244)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 8-15 (Dated 11-17-15)](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6073)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 21-16 (Dated 3-2-17)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7159)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 10-16, Change 3 (Dated 6-11-24)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dol.gov%2Fsites%2Fdolgov%2Ffiles%2FETA%2Fadvisories%2FTEGL%2F2023%2FTEGL%252010-16%2520Change%25203%2FTEGL%252010-16%252C%2520Change%25203.pdf&data=05%7C02%7CSania.Data%40state.mn.us%7Cd2d89ef23fc74e603ec508dc91fd28dd%7Ceb14b04624c445198f26b89c2159828c%7C0%7C0%7C638545766486874978%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=45bOU45qLXi%2FY3CLAzvteYXMs4WlppBwsbVC1VUKOII%3D&reserved=0)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 7-18 (Dated 12-19-18)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4255)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 14-18 (Dated 3-25-19)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7611)

[U.S. Dept of Labor Training and Employment Notice No. 22-19 (Dated 4-3-20)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8754)

[U.S. Dept of Labor Training and Employment Notice No. 12-21 (Dated 10-15-21)](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=9977)

[U.S. Dept. of Labor Training and Employment Notice No. 14-21 (Dated 10-27-21)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6118)

[U.S. Dept. of Labor Training and Employment Notice No. 18-21 (Dated 1-4-22)](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3439)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 10-16, Change 3 (Dated 6-11-24)](https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2023/TEGL%2010-16%20Change%203/TEGL%2010-16%2C%20Change%203.pdf)

U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-19 Change 1 (Dated 10-25-22)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 09-22 (Dated 3-2-23)](https://www.dol.gov/agencies/eta/advisories/tegl-09-22)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-19, Change 2 (Dated 5-12-23)](https://www.dol.gov/agencies/eta/advisories/tegl-23-19-change-2)

**Effective Date**

8/27/2023

**Last Updated**

4/16/2025

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**Policy:**

Local Policy Required? No, LWDB level policy is not required.

**Overview:**

The WIOA final rule allows states to establish automatic exit policies across core and non-core programs. As such Minnesota has implemented an integrated exit policy for participants in the following programs:

* WIOA Youth,
* WIOA Adult (AD),
* WIOA Dislocated Worker (DW),
* State DW,
* Trade Adjustment Assistance (TAA),
* National Dislocated Worker Grants (NDWG).

## Definitions**:**

1. **Exit***:* As defined for the purpose of performance calculations, is a system automated exit at the point after which a participant, who has received a qualifying participant-level service, through any Title I or non-core program, meets the following criteria:
   1. For Youth, AD, DW, TAA, and DWG programs, the exit date is the last date of service.
      1. The last date of service cannot be determined until 90 days have elapsed since the last qualifying participant-level service with no intention to provide the participant with future participation-level services. The exit date will be set retroactively by Minnesota’s MIS system, Workforce One (WF1) to the last date a participant-level service was provided.

**NOTE:** Local counselors will not have the ability to manually exit a participant.

1. **Qualifying Participant-Level Service** is a service that is significantly staff-assisted or an individualized service for the participant.

**Note:** a qualifying participant-level service does not include self-service, information-only services that are readily available to the general public, or follow-up services.

* 1. **Significantly Staff Assisted:** A significant staff-assisted service is any assistance provided by staff beyond the informational services (i.e., readily available information). Significant staff assistance includes staff assessment of an individual’s skills, education, or career objectives in order to assist with any of the following:
     1. Determination of appropriate next steps in the search for employment, training, and related services, including job referral;
     2. Assessment of personal barriers to employment; or
     3. Access to other services necessary to enhance employability and individual employment related needs.

1. **Self-Service and Informational Services:** Self-service and informational services are those basic career services that are readily available to the general public. They are designed to inform and educate individuals about the labor market, their employment strengths and weaknesses, the range of services appropriate to their situation, and to provide instructions on how to use one-stop resources. These services do not require significant staff engagement or an assessment of the individual’s skills, education, or career objectives.
2. **Participant:** 
   1. **Title I Adult, Dislocated Worker, and Non-core programs** - a reportable individual who has satisfied all applicable program requirements to receive individualized or training services, per *TEGL 10-16 Change 1.* Individuals receiving the following services only are **not** participants:
      1. self-service information-only services which provide *readily available* information that does not require an assessment by a staff member of the individual’s skills, education, or career objectives.
      2. follow-up services

**Note:** Support services, as a required program element, trigger and extend participation. This means the countdown to follow-up services restarts if the participant returns for Support Services during the 90-days of no service period.

* 1. **Title I Youth** – a reportable individual who has satisfied all applicable program requirements to receive services, including eligibility determination, an objective assessment, development of an individual service strategy, and has received one or more of the 14 WIOA Youth program elements, per *TEGL 10-16 Change 1, page 32.* **Note:** Support services provided prior to transition to follow-up services extend the participant’s exit date. Support services provided to youth participants during the follow-up service period does not extend the participant’s exit date.

1. **Period of Participation:** For all performance indicators, except Measurable Skills Gain, a period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant’s date of exit from the program.
2. **Follow-up Services:**
   1. For WIOA Adult/Dislocated Worker, follow up services can include but are not limited to:
      1. Counseling regarding the workplace
      2. Peer support groups
      3. Referral to support services in the community
      4. Provision of performance and program cost information for providers of training
      5. Provision of information on opportunities for job advancement
   2. For WIOA Youth, follow up services may include the following:
      1. Supportive services
      2. Adult mentoring
      3. Financial literacy education
      4. Services that provide labor market information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
      5. Activities that help youth prepare for and transition to postsecondary education and training.

## Live Contact with Participant:

To ensure compliance with this policy, program providers are required to attempt contact with each participant at least once every 30 days, using all contact methods available. Participants must establish live contact with program providers every 30 days. Contacts must be recorded in Workforce One. If a participant has not established live contact with the program provider for a continuous period of 90 calendar days, using all contact methods available, the program provider must initiate the participant’s transition to follow-up services .

Live contact involves direct communication between the service provider and participant through any of the following means:

* In-person conversation
* Telephone conversation (including voicemail from participant)
* Electronic communication (email, SMS, IM, or social media message)
* Postal mail update from participant

## Workforce One Exit Procedure:

WF1 will automatically generate an exit date based on the participant’s last date of service. The program exit date will occur once 90 days have passed since the last qualifying participant level service was provided.

**Transition to Follow-up Services:** Program, Providers **must** use the “Employed, Pending Exit" activity for participants no longer in need of services due to obtaining employment or the “Pending Exit, Other” activity for participants no longer in need of services due to any other reason. These activities need to be captured in the Workforce One case management system to indicate the participant is no longer in need of services and there is no intention to provide future participation-level services moving forward.

**Note:** This does not mean the participant has exited the program.

Due to co-enrollment requirements, Dislocated Worker must not open the “Employed, Pending Exit” activity for participants that are receiving TAA benefits. Reference [TAA Co-enrollment Policy](https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=588).

Providers must close all other activities on the case record. As stated above, an auto-exit will be triggered within Workforce One after 90 days has passed and the exit date will be backdated to match the last date of a **qualifying participant level service** for a participant.

**Data Entry Accountability:** DEED’s Employment and Training Programs staff will run data entry reports and engage with providers who are not meeting state-defined standards. By adhering to this Integrated Exit Policy, the Minnesota Department of Employment and Economic Development's Employment and Training Programs Division aims to ensure the efficient and effective management of participant exits from the program, maintaining compliance with federal regulations and promoting positive outcomes for all participants.

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