Workforce One

Exit User Guide MN & WIOA Youth October 2019



An **Exit** should be completed for participants that are no longer receiving services or have been out of contact for 90-days

Refer to the following WFS policies/guidance for additional information:

- Migrating ISY to OSY
- Exit
- Internal Case File Monitoring

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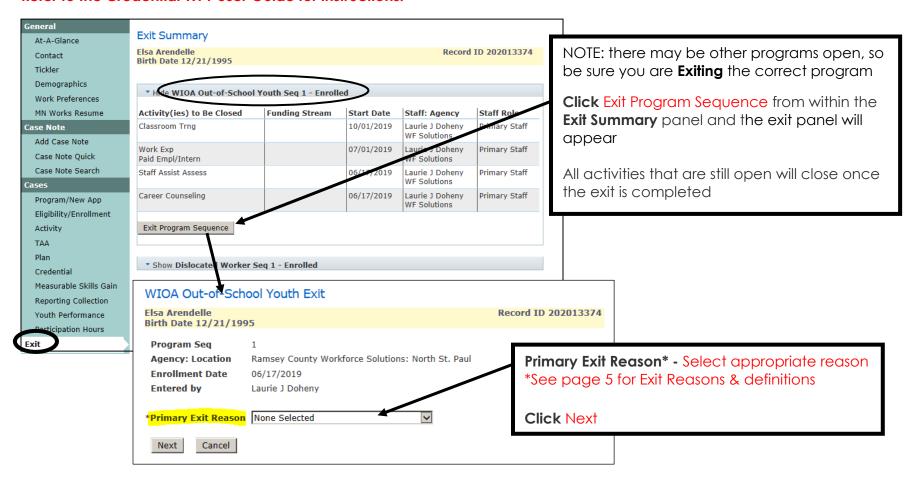
EXIT PROGRAM SEQUENCE

Click **Exit** on the left navigation menu.

Click **Exit Program Sequence** from the correct Program Sequence.

Any Credential listed as Pending, that was <u>attained</u>, must be updated <u>prior</u> to completing the exit. Credentials remaining open at Exit, must be updated within 365 days after exit.

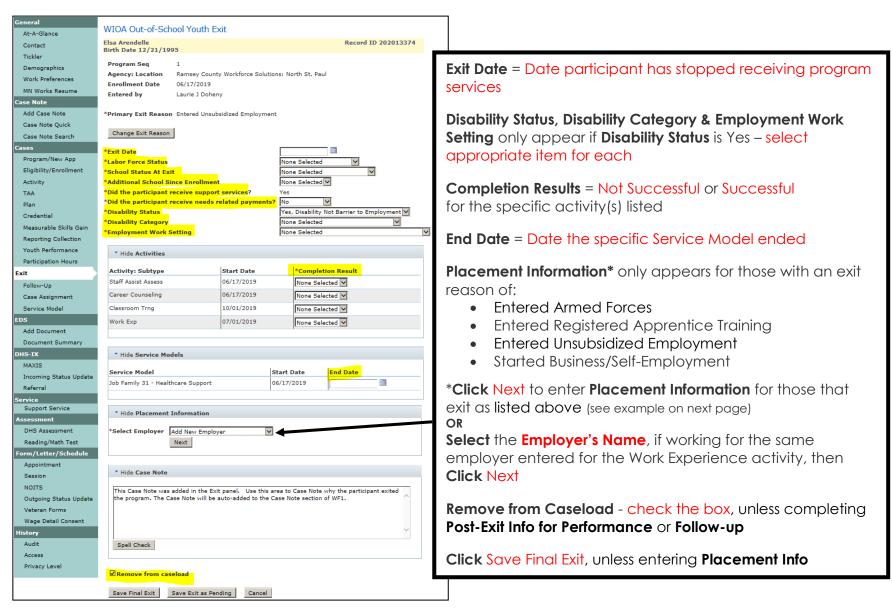
Refer to the Credential WF1 User Guide for instructions.



EXIT PROGRAM SEQUENCE continued:

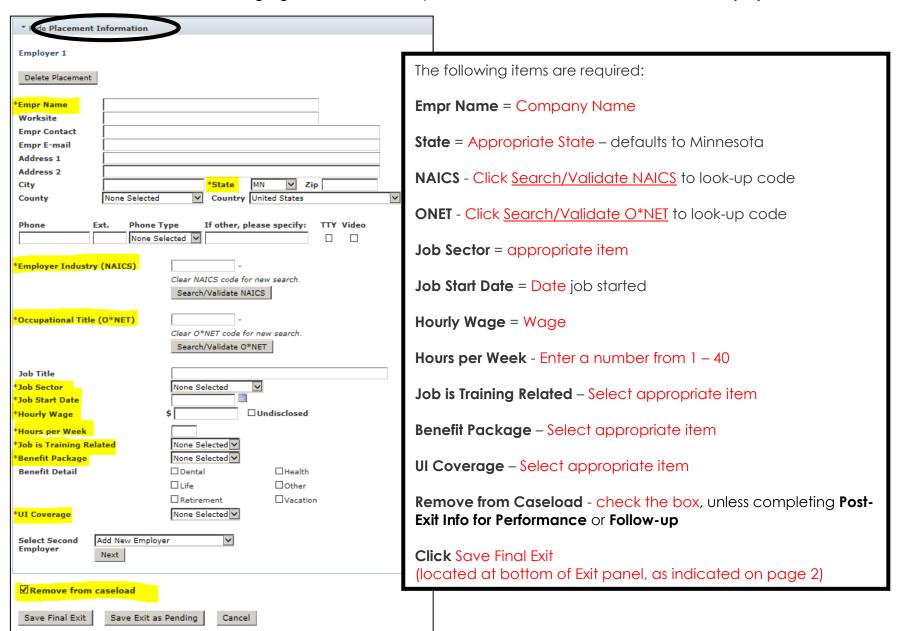
When completing an **Exit**, any activities remaining open will appear on the **Exit Summary panel** and will close when the **Exit** is saved.

The items highlighted below are required when completing an Exit.



EXIT PROGRAM SEQUENCE continued:

The **Placement Information** items highlighted below are required for the exit reason of **Unsubsidized Employment**.



REOPEN EXITED PROGRAM SEQUENCE

A WF1 Program Sequence that has been exited in error may be reopened <u>within 90 calendar days</u> of the **Exit** date, by Workforce Solutions' MIS Unit, with Supervisor approval.

Email the following information to your Supervisor and copy the MIS Staff:

- Participant First and Last Name
- WF1 Record ID Number
- Program Name to Reopen

MIS Staff will reopen the Program Sequence once the Supervisor has approved the reopen.

DELETE ENROLLED PROGRAM SEQUENCE

Instead of having a negative termination, a WF1 Program Sequence that has been enrolled, may be deleted within 90 calendar days of the **Enrollment** date, by Workforce Solutions' MIS Unit, with Supervisor approval.

NOTE: Program Sequence deletion is not allowed if Support Services have been provided to the participant.

Email the following information to your Supervisor and copy the MIS Staff:

- Participant First and Last Name
- WF1 Record ID Number
- Program Name to Delete

MIS Staff will delete the Program Sequence and enter a Case Note regarding the deletion, once the Supervisor has approved the deletion.

EXIT REASON DEFINITIONS

The following ${\bf Exit} \; {\bf Reason}$ information was provided by DEED.

Exit Reason	Explanation
Administrative Separation	The youth has been terminated from the program with (or without) cause.
Cannot Locate	The youth has not responded to requests for contact for 90 days (or less, depending on local policy).
Death	The youth has passed away. Using this exit reason will exclude the person from performance
Drop-Out; Returned to School (MYP Only)	Information not provided at the time of printing.
Entered Armed Forces	The youth has enlisted in any branch of the military.
Entered Post-Secondary Training	The youth has entered (or intends to enter) some type of post-secondary training.
Entered Registered Apprenticeship Training	The youth has entered (or intends to enter) a Registered Apprenticeship program.
Entered Unsubsidized Employment	The youth has entered employment and is no longer in need of program support.
Entered Unsubsidized Employment	The youth has entered employment and is no longer in need of program support.
Family Care Problems	The youth is unable to continue due to a family need which is not related to their own medical problems
Foster Care	The youth has been relocated to foster care because they have been moved from the area. (NOTE: Using this exit reason will exclude the person from performance.)

EXIT REASON DEFINITIONS

Exit Reason	Explanation
Found Ineligible	This exit reason should only be used in cases where false information was provided to make a youth eligible when they were, in fact, not eligible.
Institutionalized	The youth is no longer able to participate in programming due to incarceration in a correctional facility or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center. (NOTE: Using this exit reason will exclude the person from performance.)
Medical Treatment	Use this exit reason if the youth is receiving medical treatment and is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. (NOTE: Using this exit reason will exclude the person from performance.)
Moved from area	The youth is unable to continue due to moving from the service area and is NOT a foster youth.
Obtained Certificate or Degree (MYP Only)	Information not provided at the time of printing.
Obtained High School Diploma/GED (MYP Only)	Information not provided at the time of printing.
Refused to Continue	The youth is no longer interested in services offered and did not complete all program objectives.
Remained in School (MYP Only)	Information not provided at the time of printing.
Reservist called to active duty	The youth is a member of the National Guard or other reserve military unit, and they have been called to active duty for at least 90 days.

EXIT REASON DEFINITIONS

Exit Reason	Explanation
Returned to School (WIOA ISY/OSY Only)	The youth returned to secondary or post-secondary education. This could be either a youth who was already in school at time of enrollment or one who was OSY and has returned to school (but not yet earned a credential).
Started Business/ Self- Employed	The youth left the program to start his/her own business or as an independent contractor working for themselves.