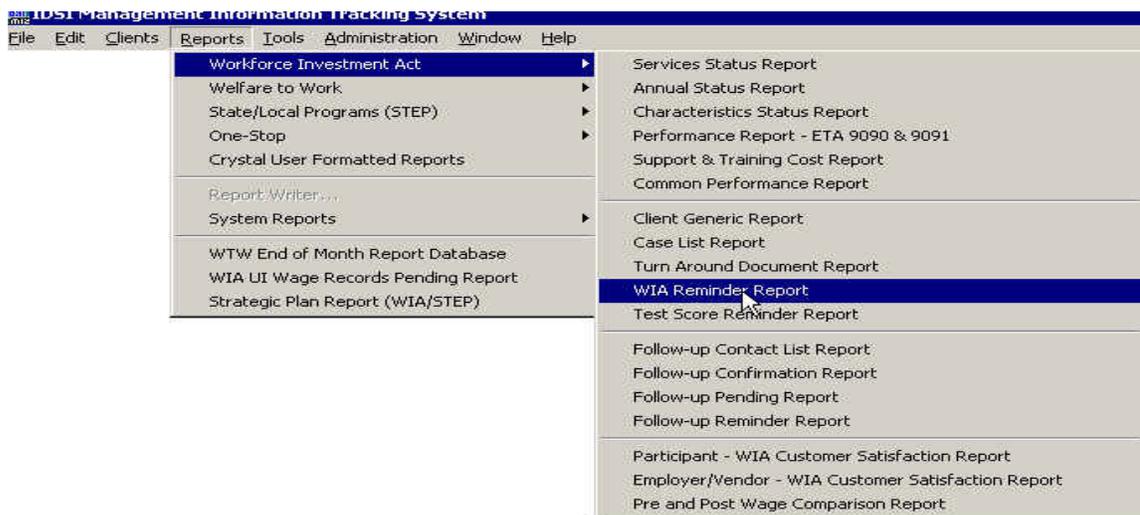
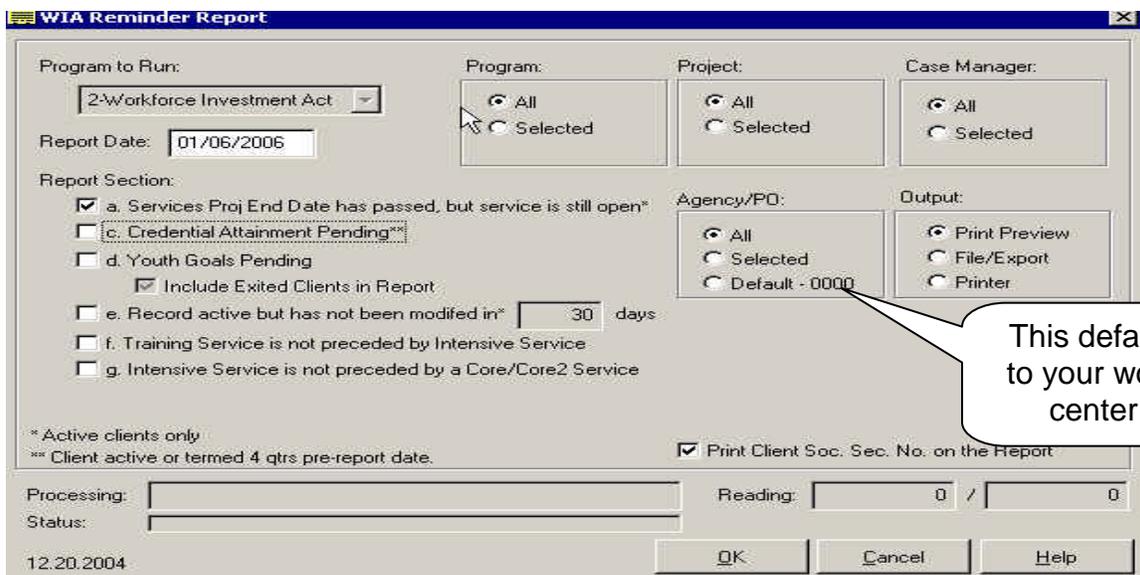


WIA Exit Procedures

1. Enter the end date information for the last service completed as normal.
2. Add Service Code 51, "90 Days Inactive."
 - a. Use a Start Date equal to the End Date of the last completed service.
 - b. Use a Projected End Date of 90 days into the future.
3. Add the applicable follow-up service code (32 for Adult/Dislocated Worker and 37 for Youth participants), as appropriate.
4. Every week run the WIA Reminder Report to identify participants to exit.



5. Use all of the report defaults, checking only item "a" in the Report Section. (See sample below. The Agency/PO will default to your logon work center.)



6. The report will identify all services past their Projected End Date. Open the MIS records with Service Code 51, "90 Days Inactive" used for the exit routine.

End Service Code 51, "90 Days Inactive" with an end date **equal to its Start Date** and a Status Code "1" in field 8. Complete all other fields as necessary.

Note: Only the Follow-up Service (32 for Adult/Dislocated Worker (if used) and 37 for Youth participants) should be open.

7. On the Outcome Tab, Exit Section, enter a "1" in Field 1, "Completed WIA and/or Partner Services".
8. Enter the End Date of Service Code 51, "90 Days Inactive" in field 2, "Exit Date" on the Outcome Tab, Exit Section.
9. Select the appropriate option from the pick list in Field 2, "Exit Status".
10. Enter 50 for "90 Days Inactive" in field 4, "Other Reasons for Exit"
11. Select the appropriate option from the pick list in field 5, "Youth Remaining in School" for Youth participants.

For example:

Date of Last Service: July 1, 2005

Start Date Service Code 51: July 1, 2005

Projected End Date Service Code 51: September 28, 2005 (90 days)

Start Date Follow-up Service: Date of employment (ADL/DWL) or July 1, 2005 (Youth)

Projected End Date Follow-up Service: One year from start date. (This should auto populate)

On September 28, 2005:

End Date for Service Code 51: July 1, 2005, Status code 1, "Completed"

Exit Date: July 1, 2005,

Exit Status, field 2, Outcome Tab, Exit Section: Select appropriate code

Other Reasons for Exit: 50 "90 Days Inactive"

For clients exited due to institutionalized, deceased, reservist or exited for health/medical or family care issues:

1. Use a 9 in Field 2, "Exit Status"
2. Select the appropriate option from the pick list in the "Other Reasons for Exit".
 - a. With the exception of "Deceased", the condition must last more than 90 days and preclude participation in any services, training, or employment to qualify for exclusion.
3. Use the EXACT exit date. Do not backdate by 90 days.