

Dislocated Worker and WIOA Adult Workforce One (WF1) Exit Reasons Explained

1. If a participant exits from the program with a positive or negative type exit reason in WF1, how will they show up in official performance?

Answer: If the following exit reasons are used in WF1's Exit screen or in the Follow-up tab as a secondary exit reason (explained in #3), DEED will look for wages reported for that person's SSN. If they attended training during their enrollment period, DEED would look for a captured credential.

- Entered Armed Forces (see #4 below)
- Entered Registered Apprentice Training
- Entered Unsubsidized Employment
- Remained Employed
- Started Business/Self-employed (see #4 below)
- Cannot Locate
- Family Care Problems
- Found Ineligible
- Moved from Area
- Refused to Continue
- Retirement
- Program/Type Transfer
 - **Positive Exits in Official Performance**
 - If wages are found in the 2nd quarter following their exit date,
 - Positive 2nd Quarter Employment Rate and
 - Positive Median Earnings indicators
 - If wages are found in the 4th quarter following their exit date,
 - Positive 4th Quarter Employment Rate
 - If the participant attended training during their enrollment period and a credential is captured in the "Credential" tab of the case record, official performance will be positive in this indicator
 - Positive Credential Attainment rate (Measurable Skill Gains will also be positive during each year the participant was in training (at least one MSG captured every year a credentialed type training activity is active on the case))
 - **Negative Exits in Official Performance**
 - If wages are NOT found in the 2nd quarter following their exit date,
 - Negative 2nd Quarter Employment Rate and
 - Negative Median Earnings indicators
 - If wages are NOT found in the 4th quarter following their exit date,
 - Negative 4th Quarter Employment Rate
 - If the participant attended training during their enrollment period and a credential is NOT captured in the "Credential" tab of the case record,
 - Negative Credential Attainment rate (Measurable Skill Gains will also be negative during each year the participant was in training if at least once every year an MSG was not captured)

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2. **If a participant exits from the program with an exclusionary/neutral type exit reason in WF1, how will they show up in official performance?**

Answer: If the following exit reasons are used in WF1's Exit screen or in the Follow-up tab as a secondary exit reason (explained in #3), DEED will not look for wages (or Credential/MSG if applicable). However, participants will remain in the Served count.

- Death
- Medical Treatment
- Institutionalized
- Reservist Called to Active Duty

3. **If the participant's situation changes after they exit the program, can a secondary exit reason be entered into WF1 to change how they will be included in official performance?**

Answer: Yes, if the participant's situation changes within 90 days after exiting the program, go into their WF1 case record and click on the "Follow-up" tab and enter the secondary exit reason. This reason will now be used in official performance.

4. **If the participant's employer is not required to submit their wages to MN's Unemployment Insurance (UI) office or another state's UI office, do case managers need to enter anything different in order for the participant to be positive in official performance?**

Answer: Yes, go into their WF1 case record and click on the "Follow-up" tab. Enter confirmed wage information during the following quarters (see acceptable documentation list). This is called "Supplemental Wage Information"

- 2nd quarter following their exit date
- 4th quarter following their exit date
 - **REMINDER**, do not entered Supplemental Wage Information into the Follow-up tab if the employer will be reporting wages to UI
 - If wages are captured as Supplemental Wages and reported to UI, Official Performance will combine the reported wages and artificially inflate Median Earnings

Important Things to Remember

- ❖ Review the DDW/Adult Exit Reasons document for information on how to use the required "Employed, Pending Exit" and "Pending Exit, Other" activities. This document also explains the above scenarios in a color coded desk guide
- ❖ DO NOT enter supplement wage information if the wages will also be reported to UI, Official Performance will combine the WF1 Supplemental Wages and UI reported wages resulting in artificially inflate Median Earnings
- ❖ After a participant is enrolled in the WF1 program, the program provider is committed to seeing the case through to the end
 - Deleting program enrollments is against the rules
 - If a participant is found ineligible, they must exit the program with the exit reason of "Found ineligible". This is a "negative" type exit reason