



Higher Education Coordinating Commission Office of Workforce Investments Policy	
Subject: Program Engagement – Enrollment, Exit and Services	
Focus:	<input checked="" type="checkbox"/> WIOA Title I <input checked="" type="checkbox"/> National DWG <input type="checkbox"/> State Grants <input type="checkbox"/> Other:
Publish Date: 08/11/2021	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revised Policy

## Overview

Local Workforce Development Board (LWDB) Workforce Innovation and Opportunity Act (WIOA)-funded programs are required to follow all applicable laws, regulations and Federal and State guidance specific to the program areas.

This policy provides the framework for WIOA-funded service design structure and provides general definitions for WIOA enrollment, services and program exit to assure consistent application across the State. The service definitions and related Management Information System (MIS) detail will ensure that service data is collected and reported accurately and consistently.

## Enrollment Policy and Process

All applicants must complete customer registration through the WorkSource Oregon Management Information System. The registration is designed to collect the information necessary to designate the applicant as a Reportable Individual, assess eligibility for the WIOA Adult and Dislocated Worker programs, and establish a record in the WIOA Title I Management Information System (the MIS).

Program staff review the registration information, verify the applicant's name and date of birth using one of the allowable documentation sources established by Federal data validation guidance, and completes Registration.

Upon receipt of the applicant's first grant-funded service, entered in the MIS, the applicant is moved from Reportable Individual status to Participant.

## WIOA Youth

All applicants complete an application that collects the required information for WIOA Youth eligibility determination. The information creates a participant record in the MIS. Staff review and verify the information with the applicant and add documentation collection detail, as appropriate.

Once eligibility determination has been completed, the provision of an objective assessment provided, and the development of the individual service strategy, registration is complete. Upon receipt of the applicant's first grant-funded service the applicant is enrolled into the WIOA Youth program and is a Participant.

## National Dislocated Worker Grant (NDWG)

An application is completed to collect the relevant information and determine eligibility for the NDWG. The information creates a participant record in the MIS. Staff review and verify the information with the applicant and add documentation collection detail, as appropriate.

Once eligibility determination has been completed registration is complete. Upon receipt of the applicant's first grant-funded service the applicant is enrolled into the NDWG program and is a Participant.

### **Exit Policy and Process**

Reportable Individuals are not enrolled participants and may receive self-directed/informational basic career services. There is no exit policy applied or tracked for these engagements.

Enrolled Participants may receive all service types; only those services that qualify to extend participation will be considered in the automated exit calculation procedure.

Automated exits are calculated by the MIS in nightly procedures. Exit date is determined by the Participant level last qualifying service date.

Where the participant has gone 90 consecutive days without a program defined qualifying service, the MIS will auto-exit the record and the exit date is set retroactive to the last qualifying service date in each respective program. In all cases the qualifying service must meet Participant Individual Record Layout (PIRL), State and Local Services Policy and State MIS Manual definitions.

### **Global Exclusions**

Participants that no longer receive services due to one of the following circumstances are exited as of their last qualifying service date and are not included in performance cohorts. Documentation of the circumstance is required:

- Deceased
- Foster Care – moved from the service area (WIOA Youth)
- Health Medical – enters treatment that will last longer than 90 days and preclude program participation and/or employment
- Incarceration
- Reserve Forces – Called to Active Duty for at least 90 days

Additional detail can be found in TEG 10–16 Change 1, Attachment 2.

### **Service Policy and Process**

The State will maintain definitions of the services and activities allowed by WIOA Title I program rules and in accordance with the PIRL reporting elements. All LWDB services and activities must be cross walked to the appropriate reporting requirements.

All services and activities provided to WIOA participants will be recorded in the MIS in accordance with the provisions of this policy. This data is to be transmitted to the State weekly and reported to the DOL quarterly.

Additionally, services provided through co-enrolled projects that leverage the WIOA system are treated as qualifying services for the purpose of exit and performance coordination. Where participants are co-enrolled in multiple grants, the rules for all grants apply to the participant engagement.

Attachment A to this policy consists of the services list for WIOA Title I and includes definitions, PIRL crosswalk, State MIS codes and the effect each activity has on a customer's program participation, exit, and inclusion in performance calculations. Attachment A to this policy will be updated as needed.

### **Required Action**

Each LWDB must establish service policies or procedures that align with and reference the corresponding Attachment A services.

### **Contact**

Questions are to be referred to [hecc.owi-workforce-policy@hecc.oregon.gov](mailto:hecc.owi-workforce-policy@hecc.oregon.gov).

### **Attachments**

Attachment A – Services

### **References**

TEGL 10-16 Change 1, TEGL 19-16, TEGL 21-16, TEGL 14-18  
20 CFR 677.150(a)(3)(iii)  
Section 134(b) and 134(c)(2)