
TECHNICAL ASSISTANCE MEMO #10

DATE: DECEMBER 17, 2009
TO: ALL SSWDC SERVICE PROVIDERS
FROM: AMY GIMLIN, SSWDC PROGRAM MANAGER
RE: SERVICES EXTENDING EXIT DATE

According to WIA Common Measures, an exit date is the last date of a WIA funded or partner service given. The client must **not** receive services for 90 days in order for the exit date to stick. For example, if a client obtains unsubsidized employment and WIA chooses to exit the client, the client must not receive any qualifying service for 90 days. If the client receives a service from another program their exit date is extended to the date of that service end date.

A list of qualifying services can be found on the Inside SKIES website at <http://www.wa.gov/esd/skies/reports/default.htm> called "Chart of Statewide Services". If any of these services are provided from **any** program the exit date will be extended. We have a One-Stop system that if a client is still in need of services then the client stays on program until such time services are no longer needed. That is not to say that the client should stay on program for long periods of time.

It is imperative that all service provider staff keep a close watch on their caseload to ensure the proper exit date is being reported. Follow up must occur to keep in close contact with the client. If providing follow up services, they must be recorded in the follow up plan as "Follow Up Services". If recorded incorrectly it could extend the exit date.

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