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SN – 004

**JOINT WIOA BULLETIN NO. 001-21**

**DATE:** June 7, 2021  
**TO:** WIOA Partners and WDD Staff  
**SUBJECT:** Common Exit Policy

**I. Purpose**

The purpose of this bulletin is to provide guidance on the Common Exit policy.

**II. Background**

Workforce Innovation and Opportunity Act (WIOA) establishes performance accountability indicators, aligns performance-related definitions, and integrates performance reporting requirements to assess the effectiveness of states in achieving positive outcomes for individuals served by the workforce development system. States are encouraged to create common exit policies to ensure programs are able to more efficiently and effectively integrate service delivery, track the coordination of services, and align performance reporting.

**III. Policy**

A common exit shall occur when a participant:

1. Is enrolled in more than one of the following programs funded by the U.S. Department of Labor as listed below in item 3 a-e;
2. Has not received staff-assisted services, individualized career services, training services, or youth support services for at least 90 consecutive days; and
3. Has no future services scheduled through any of these programs:
  - a. Adult, Dislocated Worker, and Youth under Title I of WIOA;
  - b. Wagner-Peyser Employment Services under Title III of WIOA;
  - c. National Dislocated Worker Grant;
  - d. Trade Adjustment Assistance; or
  - e. Jobs for Veterans State Grants.

A participant shall only be exited when all of the above exit criteria have been met in accordance with 20 CFR § 677.150(c)(1).

**Exit Date:** The date of exit cannot be determined until at least 90 consecutive days have elapsed since the participant last received staff-assisted services, individualized career services, training services, or youth support services, and there are no scheduled future services (see 20 CFR § 677.150(c)(1)(i)). The date of exit *must not* be recorded manually. The date of exit is calculated automatically in HireNet Hawaii, based on the completion date of any one of the last aforementioned service.

The following services do not delay, postpone, or affect the date of exit:

- Self-services;
- Information-only services or activities; and
- Follow-up services.

**Exclusions:** Participants who no longer receive services for any of the following reasons are *excluded* from the performance indicators. The following participants are not counted in the performance indicators:

- **Institutionalized:** Participant becomes incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center while receiving services as a participant. There is no minimum length of stay in an institution to qualify for the use of the institutionalized exclusion; however, the exclusion may only be used when the participant is unable to continue to receive program services.
- **Health/Medical:** Participant has medical treatment and that treatment is expected to last longer than 90 consecutive days and precludes entry into unsubsidized employment or continued participation in the program.
- **Deceased:** Participant is deceased.
- **Reserve Forces Called to Active Duty:** Participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 consecutive days.
- **Foster Care:** Participant is in the foster care system as defined in 45 CFR § 1355.20(a) who exits the program because he or she has moved from the area. This exclusion only applies to the WIOA Title I Youth Program.

**Follow-up Services** are provided to ensure job retention, wage gains, and career progress for those who obtain unsubsidized employment. Follow-up services are a required activity for 12 months after exit for Youth, Adult, and Dislocated Worker participants. During follow-up contacts with exiters, case managers should collect supplemental information on: wages, employment, credentials, O-NET occupation codes, employment-related training, and source documentation for the foregoing information. Follow-up services are recorded in the Follow-up section in the WIOA program application. Copies of source documentation are stored in the participant's case file.

#### **IV. Effective Date**

This policy is effective immediately.

**V. Inquiries**

Inquiries regarding this joint bulletin may be directed as follows:

1. WIOA Partners: Edward Uechi at (808) 586-9264 or [Edward.Y.Uechi@hawaii.gov](mailto:Edward.Y.Uechi@hawaii.gov); and
2. WDD Staff: Joni Heatherly at (808) 586-8815 or [Joni.A.Heatherly@hawaii.gov](mailto:Joni.A.Heatherly@hawaii.gov).

**VI. References**

- Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128
- 20 CFR Part 677, Section 677.150
- Federal Register, Vol. 81, No. 161, Pages 55791–56470, August 19, 2016
- Training and Employment Guidance Letter (TEGL) No. 10-16, Change 1, *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs*, August 23, 2017

**VII. Attachments**

- Attachment 1: TEGL 10-16, Change 1 Attachment 2 – Table A



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Maricar Pilotin-Freitas  
Administrator  
Workforce Development Division



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Allicyn C.H. Tasaka  
Executive Director  
Workforce Development Council

**Attachment 2 – Table A**  
**Exclusions (PIRL Data Element 923)**

<b>Attachment 2 – Table A</b>
<b>Exclusions – Apply To All Participants In Title I Adult, Title I Dislocated Worker, Title II AEFLA, Title III Employment Service, and Title IV VR Programs</b>
<ul style="list-style-type: none"><li>▪ The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.</li><li>▪ The participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.</li><li>▪ The participant is deceased.</li><li>▪ The participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.</li><li>▪ The participant, who was determined to be eligible for program services, is later determined not to have met the program’s eligibility criteria. This exclusion applies only to the VR program, in which participant eligibility is routinely revisited during the participation period. For example, in the VR program, an individual may be presumptively eligible in accordance with program regulations and later the individual is found to be too severely disabled to benefit from VR services. As another example, a participant may decide, after receiving some services, to pursue sheltered employment. Because an individual must pursue an employment outcome, and sheltered employment does not meet the definition of an employment outcome for purposes of the VR program, this individual would be determined to be no longer eligible for the VR program. For titles I, II, and III, program eligibility is determined at the time an individual becomes a participant and such eligibility is not revisited during the individual’s participation in the program.</li></ul>