



WORKFORCE SOLUTIONS
of the Coastal Bend

POLICY

CATEGORY:	Program Services	No: 4.0.123.00
TITLE:	Common Exit	
SUPERSEDES:	N/A	
EFFECTIVE:	February 26, 2021	
BOARD APPROVAL:	February 25, 2021	
DATE OF LAST REVIEW:	November 12, 2020	

I. PURPOSE:

To implement a common exit policy that will promote service delivery that focuses on customer needs, where specific programs serve to fund required services. The purpose of this policy is to provide contracted service provider staff with guidance on the Texas Workforce Commission's (TWC) Common Exit policy and related processes.

II. DEFINITIONS:

Common Exit: Common exit will occur when:

- no participatory services from any programs included in common exit policy are received within 90 days; and
- no other services are keyed that prevent exit, such as Planned Gap or Good Cause

Common Exit Process: A participant enrolled in multiple DOL-administered programs is exited only when all exit criteria are met for all programs included in the common exit policy.

Participatory Services: Staff closure of the *Program Detail* screen or screens does not impact common exit of participants. The *Program Detail* exit information is used to show that a participant has completed an individual program, but actual exit is based on the last participatory service provided to a participant.

- Participatory services, identified in the Service Matrix, include:
 - training services;
 - individualized career services;
 - staff-assisted basic career services; and
 - youth program elements.

Common Exit programs: Common exit applies to all programs listed below in which a participant is concurrently enrolled. Enrollment in applicable programs does not need to occur on the same date for common exit to apply.

- The following programs are included in TWC's common exit process:
 - **WIOA core programs:**
 - ▣ WIOA Adult
 - ▣ WIOA Dislocated Worker
 - WIOA Youth
 - Wagner-Peyser Employment Service
 - **Other DOL-administered programs:**
 - ▣ National Dislocated Worker Grant
 - Veterans Employment Services
 - Trade Adjustment Assistance (TAA)
 - **Non-DOL-administered programs:**
 - Temporary Assistance for Needy Families (TANF) funded programs
 - Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)

III. **POLICY STATEMENT:**

The Board shall ensure that contracted service provider implements common exit process.

TWIST Data Entry Notice:

- **Service Provider staff** must enter *Exit Date* and *Exit Reason* and close a *Program Detail* for the program or programs in TWIST when no further services are planned for a participant.
- **Service Provider staff** shall not enter Planned Gap in services unless the participant is scheduled to return for specific services on a specific date.

WIT Data Entry Notice:

- Boards must ensure that staff members do not manually close participant POPs in WorkInTexas.com. Exit will automatically be applied to participants in WorkInTexas.com following 90 consecutive days without a participatory service.

IV. **PROCEDURES:**

N/A

V. **RELATED POLICY INFORMATION:**

- WD 27-07, issued August 1, 2007, and entitled "Integrated Data Collection and Performance Management"
- WD 27-20, issued December 2, 2020 and entitled "Common Exit Policy"
- TEGL 14-18, "Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)," published March 25, 2019
- TEGL 19-16, Attachment 2, "Participation Level Services Chart WIOA Title I Adult, Title I Dislocated Worker, and Title III Employment Service Programs," published March 1, 2017
- TEGL 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," published August 23, 2017

- TEGL 10-16, Change 1, Attachment 1, "Definitions of Terms Related to the Performance Accountability System"
- BCY'20 LWDA Contracted Performance Measure Definitions
- Service Matrix October 2020

VI. RESPONSIBILITIES:

Board Staff shall ensure that all relevant staff and service provider(s) are informed of and comply with this policy. The Contracted Service Provider(s) shall ensure that appropriate procedures are implemented, and that relevant staff receive training regarding the requirements of this policy.

VII. FORMS AND INSTRUCTIONS:

VIII. DISTRIBUTION:

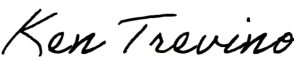
- Board of Directors
 Board Staff
 Contracted Service Provider Staff

IX. SIGNATURES:



 Reviewed by EO Officer

 Date 3/16/21



 President/CEO

 Date 3/16/21