

**Workforce Innovation and Opportunity Act (WIOA) Title I-B**  
**Policy Broadcast**  
**PB # 19-020**  
**Gap in Service**  
***Effective Immediately***

This Policy Broadcast is to inform all Local Workforce Development Areas (LWDAs) and interested parties of WIOA Title I-B Adult, Dislocated Worker and Youth Programs that, under WIOA Title I-B, a planned Gap in Service is no longer permitted.

**Program Exits**

- A. When a participant is unable or unavailable to participate in a WIOA Title I-B program for more than 90 days, for any reason, the participant must exit the program. To initiate the exit, LWDA staff must add the actual end date to all open services on the *S&T plan* in AJC. After 90 consecutive days have elapsed, without any services provided by the WIOA Title I-B Adult, Dislocated Worker or Youth Program or a partner program, with no additional services scheduled, the AJC system will exit the participant. The AJC system will retroactively apply the date of exit to the last day of service.
- B. When a participant has exited the WIOA Title I-B program because he or she was unable or unavailable to participate in the program, but later becomes able and available, LWDA staff may re-enroll the individual in a WIOA Title I-B program for which the individual remains eligible. A new eligibility determination is required when 90 days have elapsed since the last date of service. When the participant has more than one exit per program year (PY), each exit is considered a separate period of participation.
- C. For WIOA Title I-B participants currently in a Gap in Service, but are now able and available to participate, adding a service to the S & T plan in AJC will restore their program participation, only if the date is set on or before the Gap of Service end date.

When the participant remains unable or unavailable to participate in the program, extensions to Gaps in Service are not permitted. In this case, LWDA staff must initiate the exit by adding the actual end date to all services on the *S&T Plan* in AJC, as described in paragraph A of this section.

## Exclusionary Exits

- A. For the WIOA Title I-B Adult and Dislocated Worker Programs, participants will only be excluded from performance indicator calculations for the following reasons:
1. 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;
  2. The participant exits the program because of medical treatment, expected to last longer than 90 days, which precludes entry into unsubsidized employment;
  3. 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; or
  4. The participant is deceased.
- B. For the WIOA Title I-B Youth Program, participants will only be excluded from performance indicator calculations for the following reasons:
1. 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;
  2. The participant exits the program because of medical treatment, expected to last longer than 90 days, which precludes entry into unsubsidized employment;
  3. The participant is in the foster care system as defined by 45 CFR 1355.20 (a), and exits the program because the participant has moved from the LWDA as part of such a program or system;
  4. 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; or
  5. The participant is deceased.

- C. When an exclusionary exit reason is added to AJC, documentation for the reason of exit must be added to AJC and/or to the participant's case file. When a participant exits the program due to medical treatment, documentation must show that the medical treatment will last longer than 90 days. When a participant exits the program due to being called to active duty, the documentation must show that the active duty will last longer than 90 days.

The revisions in this policy broadcast will be incorporated into the WIOA Title I-B Adult, Dislocated Worker and Youth Program Policies when they are revised.

This information will be incorporated into the next revision of the WIOA Policy Manual. All requests for clarification should be sent via e-mail by your policy designee to [WIOAQandA@azdes.gov](mailto:WIOAQandA@azdes.gov).