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	<i>Revised Date:</i>	<i>Section # & Title:</i> 400 Strengthening Working Families Initiative (SWFI)	
Phoenix Business and Workforce Development Board	<i>Date Approved:</i> 04/14/20	<i>Subject # & Title:</i> .404 Program Exits	

I. APPLICABILITY/SCOPE

This policy applies to all U.S. Department of Labor (DOL) Strengthening Working Families Initiative (SWFI) grant staff and program partners who are part of the service delivery model.

II. PURPOSE

The purpose of this policy is to provide guidance to ensure compliance with the SWFI program including participation, enrollment, and exit requirements

III. BACKGROUND

The U.S. Department of Labor SWFI grant FOA-ETA-16-05 authorizes the use of grant fund to provide supportive services to eligible grant participants. Supportive Services are provided on a needs-basis as determined by SWFI staff and are intended to enable an individual to participate in SWFI related career training, education services or other SWFI related programs and activities. Supportive services include services such as childcare, transportation, and needs-related payments that are necessary to enable an individual to participate in SWFI. SWFI support services are available on a limited basis through the follow-up and retention period. Supportive services are based on financial need and not an entitlement.

IV. DEFINITIONS

Exit - The term “exit” used in SWFI to determine when to count an enrolled participant or individual for performance measurement. Each individual becomes part of an exit cohort, a group who is determined to be “exiters” within a particular quarter when services have been completed or when an individual no longer actively engages in the program services.


V. POLICY

A. CONDITIONS AND CRITERIA FOR PROGRAM EXITS

Participants who have not received a service funded by the SWFI program for 90 consecutive calendar days and is not scheduled for future services is considered to have exited the program.

There are two types of Program Exits:

1. Once a participant has not received any services funded by the program for 90 consecutive calendar days, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program, which is determined by the last actual end date in Arizona Job Connection (AJC) Service and Training Plans and case notes.
2. A participant should be exited from the SWFI program when the services identified in the Individualized Employment Plan (IEP) are completed. Case notes in AJC must include reason for exit and identify the last date of service. Supportive documentation may be uploaded into AJC. If the documentation is not uploaded into AJC, the documentation must be retained in the participant’s program file.

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B. EXITS EXCLUDED FROM PARTICIPATION

The date of exit is the last date a service was provided to a participant. Case notes in AJC must include reason for exit and documentation may be uploaded into AJC. When documentation is not uploaded into AJC, the documentation must be retained in the participant’s program file.

1. The participant will not be counted in performance if they exit the program for any of the following reasons:
 - A. Deceased- participant died during participation in the SWFI program
 - B. Institutionalized- participant is residing in a correctional institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain institutionalized for at least 90 calendar days
 - C. Health/Medical- participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the SWFI program. This does not include temporary conditions expected to last for less than 90 calendar days
 - D. Entered into Active Military duty- participant who is a reservist and has been called to active duty or participant enlists and reports for active duty which prevents participation in the SWFI program

2. When a participant receives services from multiple programs, the most recent service end date is the date of exit. Follow-up services provided to participants do not extend the exit date.

VI. POLICY MANAGEMENT REQUIREMENTS

This policy will be reviewed on an annual basis by the SWFI Project Manager and submitted to the Division Deputy Director and Human Services Director for review and approval. Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.