

**WIAB #12-04**

**DATE:** June 9, 2005  
**TO:** All Local Workforce Investment Areas  
**FROM:** Cheryl A. Brush, Chief, Workforce Systems Bureau  
**SUBJECT:** PY 2004 Exit and Transition to PY 2005

When the new program year begins July 1, 2005, all WIA participants must either exit the program no later than June 30<sup>th</sup> or "transition" into the new program year. If a participant enters the new program year active in more than one program (adult, youth, and dislocated worker), the transition process must be completed for each program; if the participant is active in more than one activity, the transition process must be completed for each activity. The exit and transition process instructions follow:

### **EXITERS**

For those participants exiting WIA prior to July 1st, exit information should be data-entered in the WIA Management Information System within five days of the effective date, but no later than July 31, 2005. Individuals whose last day of participation is June 30, 2005, must have an exit date of June 30 rather than July 1 to ensure accurate year-end reporting to the U.S. Department of Labor for Program Year 2004.

Customer Satisfaction Reminder: The first day of each month, the names and contact information of the previous months' exiters (and exiters from 2 months prior if not entered timely) is forwarded to the customer satisfaction contractor. A delay in data-entry of exit information, or backdating of exit information, may impact customer satisfaction reports as well as performance reporting. Consequently, if you do not report data for June exiters prior to July 31st, no customer satisfaction information will be collected.

### **TRANSITIONS**

Toward the middle of July, the WIA MIS programmer will convert activity obligations to zero for each participant who is active July 1, 2005. You will be notified via e-mail (WIA Administrative Bulletin by Jeanie Irvine) when this happens. Following WIAB notification, the following information should be updated on the "Activity Change" screen:

- Expected End Date (only if there is a change)
- New Activity Obligation (funds for PY 2005)

Reminder: This information must be updated for every OPEN activity and transition paperwork is not necessary.

If you have any questions, please contact your grants manager.