



DIRK KEMPTHORNE, GOVERNOR
Roger B. Madsen, Director

WIAB 15-00

DATE: June 28, 2001
TO: All Local Workforce Investment Areas
FROM: Cheryl A. Brush, Chief, Workforce Systems Bureau
SUBJECT: Transition to Program Year 2001

Since the new program year begins July 1, 2001, all WIA participants must be either terminated effective no later than June 30th, or “transitioned” into the new program year. If a participant enters the new program year active in more than one program (adult, youth, dislocated worker), the transition process must be completed for each title; if the participant is active in more than one activity, the transition process must be completed for each activity.

EXITERS

For those participants exiting WIA prior to July 1st, initial exit information must be data-entered **no later than July 31, 2001**. Individuals whose last day of participation is June 30, 2001, 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 2000.

REMINDER: During the first week of each month, the MIS forwards the names and contact information of the previous two months’ exiters to the customer satisfaction contractor. A delay in data-entry of exit information, or backdating of exit information, may impact customer satisfaction reporting as well as performance reporting. For year-end, if you do not report data for exiters for June prior to July 31st, no customer satisfaction information will be collected.

TRANSITIONS

For each participant remaining active after June 30, 2001, the information listed below should be data entered **after July 15th**. Please note that data-entry of the information between July 15th and July 30th will ensure accurate obligations in the accounting reports as of mid-August. **Data-entry of this information prior to July 15th will cause errors in WIA online accounting reports.** Completion/submittal of transition paperwork is not necessary.

The following fields must be completed on the “Activity Change” screen for each open activity:

- Expected end date (if there is a change)
- Current year obligation (the financial figure you are committing for a client for PY01 for the fund number/activity reflected on the screen)

If you have any questions regarding exiting or transition of participants, please contact your grants manager.