

WIAB 10-07

DATE: June 16, 2008
TO: All WIA Subrecipients
FROM: Dwight A. Johnson, Administrator, Employment and Training
SUBJECT: PY 2007 Exit and Transition to PY 2008

Current Program Year: 2007 (July 1, 2007 – June 30, 2008)

New Program Year: 2008 (July 1, 2008 – June 30, 2009)

When the new program year begins July 1, 2008, all WIA participants must either exit the program no later than June 30 or "transition" into the new program year.

Exit and transition process instructions:

Exiters

For those participants exiting WIA prior to July 1, exit information should be entered into the WIA Management Information System (MIS) within five days of the effective date, but no later than July 31, 2008. Individuals whose last day of participation is June 30, 2008 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 2007.

Transitions

To transition a participant into the new program year, the participant's expected end date should exceed June 30, 2008 for all open activities. If a participant enters the new program year and is 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.

Until further notice, all **obligation** amounts should reflect funds to be expended under each activity for the current program year 2007.

Toward the middle of July, the WIA MIS programmer will convert activity obligations to zero for each participant who is active July 1, 2008. You will be notified via e-mail (WIA Newsflash) when this happens. When you receive 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 2008)

Reminder: This information must be updated for every OPEN activity and it is not necessary to forward transition paperwork to the Programs Technical Services Unit (PTSU).

If you have any questions, please contact your regional liaison.