

## **Youth DET Contract Policy 8 – Exit Policy for Youth Programs**

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Youth participants should be exited from programs for two (2) reasons:

1. When the youth participant has obtained an outcome (employment, post-secondary education, military, apprenticeship, or advanced training), at least their first incremental credential, and an increase in Measurable Skills Gain (Literacy/Numeracy); OR
2. When a participant has not received a service\* funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services.

The phrase “*and is not scheduled for future services*” does not apply to participants who voluntarily withdraw or drop out of the program.

A youth student can be excused from participation for 89 days if they have a valid justification for not attending, such as:

- Delay before the beginning of training;
- Health/medical condition or providing care for a family member with a health/medical condition; and
- Temporary incarceration;
- Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military services.

Any gap in service must be approved by DET. After approval is granted by DET, the gap period may be permitted to be extended for 180 days when a youth participant’s gap in service must exceed 90 days. In all cases, this gap in service must be approved by DET, documented and must not exceed 180 days.

For the purpose of this policy, one month is equal to 30 days.

**Youth are considered active if they receive a minimum of 5 hours of services in 90 consecutive days, unless previously exempted due to reasonable need.**

The hours may be in one service or a combination of any of the following services in any month:

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
- Alternative secondary school offerings.
- Summer employment opportunities directly linked to academic and occupational learning.
- Paid and unpaid work experiences, including internships and job shadowing.
- Occupational skill training.
- Leadership development opportunities-opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors such as: a) exposure to postsecondary educational opportunities; b) community and service learning projects; c) peer-centered activities, including peer mentoring and tutoring; d) organizational and team work training, including team leadership training; e) training in decision making, including determining priorities and problem solving; and f) citizenship

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training, including life skills training such as parenting and work behavior training; g) civic engagement activities which promote the quality of life in a community; and h) other leadership activities that place youth in a leadership role such as serving on a youth leadership committee.

- Supportive services are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following: (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) legal aid services; (i) referrals to health care; (j) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; (k) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (l) payments and fees for employment and training-related applications, tests, and certifications.
- Comprehensive guidance and counseling provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate.

All hours funded by the program or funded by a partner program must be documented in accordance with DET Policy 7 – Documentation for Performance Goal Attainment.

### **DJL Data Entry Guidance**

All estimated end dates should correlate with the program's core curriculum end date within the contract period. In order to extend the estimated end date, contractors must enter the revised estimated end date in the appropriate service(s) in the S&T that is in progress. If the estimated end date is not within the contract period, the estimated end date will be the end of the contract period. No estimated end date shall exceed the contract period.

Exits occur after 3 months of inactivity (except in cases where the allowable period of inactivity is 180 days). Inactivity for a 3 month period will be considered inactivity for 90 days. Exit dates are retroactive to the last day of service provided or the start date of an outcome.

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When it has been determined that a youth should exit (due to an outcome or no activity for 3 months), the following is a summary of what is required in DJL\*:

Exited due to Outcomes Obtained	Exited due to No Activity
Enter actual end date in any open service in S&T. The actual end date is day prior to the start date of outcome.	Enter actual end date in any open service in S&T. The estimated end date and the actual end date must be the same date.
Ensure goals are completed.	Ensure goals are completed.
Ensure credential obtainment is entered if applicable.	Ensure credential obtainment is entered if applicable.
Ensure post test data is up to date, if applicable (Out of School Youth Only).	Ensure post test data is up to date, if applicable (Out of School Youth Only)
Enter appropriate Follow Up Services (Day 1-90) as they are achieved and documented in S&T.	
Answer Outcomes Section questions as appropriate.	Answer Outcomes Section as appropriate.
Answer Exits Questions (cannot do until client is a system exit)	Answer Exits Questions (cannot do until client is a system exit)

**\*All data entry should be entered in the manner described in the Data Entry Procedures, as amended.**

Examples:

1. A youth attended 10 hours of basic skills classes from 8/1/2016-8/15/2016. The contractor has not heard from the youth since 8/15/2016 and by 11/15/2016 there has been no contact - this youth must be exited. The contractor should enter the actual end date of 8/15/2016 and update the estimated end date to reflect the actual end date of 8/15/2016 in any open service in the S&T, ensure any credentials obtained and post test scores are entered.
  
2. A youth is attending a work experience and recently obtained a part time job in a warehouse at night. The youth's most recent post-test indicates that the youth has increased her EFL in math. Even though the youth is still attending the work experience with the contractor during the day, she has obtained an outcome (working part time and a skills gain) therefore the contractor should exit the youth and ensure any open service in their S&T is closed correctly. The contractor would then enter the FUS Day 1 and the work experience activity as the Post Follow Up – Work Experience (a contractor can work with the youth during their 12 month post exit period providing any service they would prior to exit including services to obtain a credential by the fourth full quarter following the exit).
  
3. Youth is not active in the month of April; youth is not active in May; then the youth participates in the month of June; the youth has obtained the necessary time to remain active. In July there are no services provided, there are no services in August or September, the youth would exit the last day of service.