

Policy Clarification | Q&A | Other

Number: WIN - 0005
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Expiration Date: none

TO: Workforce Development System Partners

FROM:

SUBJECT: Program Closing Instructions for Contracts with Specific Termination Dates

Purpose:

To provide instruction for recording and closing out programs associated with a contract that terminates on a specific date.

Action Required:

Implement the program closing instructions for contracts/grants with specific termination dates.

Summary:

Currently there is considerable variation in the process staff use to record and close out programs that have a specific end date as determined by an associated contract. The results of this variation in procedures can include reopening closed programs to record lagging services and lengthy delays in reporting. The updated instructions will better align activities in SKIES with contract language and provide program outcomes to leadership on a timely basis.

These term-limited programs can include Governor's Discretionary, NEG-OJT, and WIA 10% Formula programs such as WIA Adult or WIA Dislocated Worker, which do not have end dates, are not covered by the instructions.

Instructions:

When contracts or grants with a termination date conclude, all services related to that program must be closed. Additionally, no funds may be expended after the program has concluded.

1. No new enrollees will be allowed entry into the program after its completion date.
2. Each participant's program completion date must be on or prior to the program's end date.
3. All services and service plans must end on or prior to the program's end date.
4. No services associated with the program will be delivered after the program concludes.
5. Any training service that is expected to go beyond or start after the program's end date will still have an end date that matches the contract's final date with the outcome "**EMPLOYMENT**"

ENHANCEMENT.” This training will be noted as “**Training Paid by Other**” in the co-enrolled program.

6. If a participant requires additional services, then they must be co-enrolled in another program that continues beyond the program’s end date. This requirement for co-enrollment for services provided after the program termination date includes support and follow-up services. If follow-up services are required as part of the contract or grant, sufficient time to conduct them within the program or co-enrollment must be established.

In order to allow enough time for participants to be served, it is advised that participants be enrolled long before a program’s completion date. Prompt enrollment will ensure all available funds are spent and reduce the requirement to secure alternative funding for post-program services.

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Attachments:

The WIASUM SKIES User Manual includes instructions on closing services and programs:
<http://www.wa.gov/esd/skies/UserSupport.htm>