



PROCEDURE TRANSMITTAL

SUBJECT:	Workforce Investment Act of 1998 (WIA) Exclusions from the Youth Common Measures/Performance	Procedural/Guidance No.: # 2 PY'06-07
APPLIES TO:	SFWIB Youth Contractors	Effective Date: July 1, 2006 Revised Date: n/a Expiration Date: Until Superseded or Rescinded
REFERENCE:	WIA, USDOL Training & Employment Guidance Letter #17-05, Agency for Workforce Innovation Guidance, Local Policy.	

OBJECTIVE

This Procedure Transmittal provides guidance to youth contractors regarding exclusions from the common measures for youth who exit the program under neutral circumstances as required under the WIA.

BACKGROUND

Occasionally, circumstances arise that are beyond the control of both the youth participant and the youth program and are expected to last for an undetermined period beyond ninety (90) days. The intent of this Transmittal is to identify a common list of specific circumstances as to when a youth participant can be excluded from the common measures.

PROCEDURE

A youth participant in any of the following categories, either at the time of exit or during the three-quarter measurement period following the exit quarter, may be excluded from the common measures:

1. *Institutionalized* – the youth participant is residing in an institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain in that institution for at least ninety (90) days. This reason does not apply to individuals with disabilities (as defined in 29 CFR 37.4) residing in institutions, nursing homes, or other residential environments, or individuals participating in youth offender programs.
2. *Health/Medical or Family Care* – the youth participant is receiving medical treatment or providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the youth program. This does not include temporary conditions or situations expected to last for less than ninety (90) days.

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3. *Deceased*

4. *Reserved Forces Called to Active Duty* – the youth participant is a member of the National Guard or a Military Reserve Unit and is called to active duty for a t least ninety (90) days.
5. *Relocated to a Mandated Program* – the youth participant is in the foster care system or another mandated (residential or non-residential) program and has moved from the area as part of such a program. This does not include relocation to a Job Corps Center.

Youth contractors must document neutral exits in a case note in the OSMIS/EFM system, and maintain the necessary documentation in the hard copy file, to validate neutral exits.

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