

## EXCLUSIONS REPORT PROCEDURE: TRAINING COMPLETION

The percent of participants receiving training services who complete those services.

- **Co-enrolled individuals will be reported for each Title I program they're enrolled in.**

[Data Validation Requirement](#)

Each month AWIB leadership is provided with data demonstrating the progress of Alaskans engaging in employment and/or training activities. This data is monitored to assess the effectiveness of the statewide systems involving WIOA funding.

### WHO

The WIOA Youth Program Coordinator or designee will review the AKJobs documentation of each participant to **assess** *if* additional information is needed.

### STEPS

Upon receipt of the Exclusion Report for their office, the WIOAY grantee will review AKJobs and the participant's hard file to determine appropriate actions, *if warranted*. All appropriate actions will be noted in the "finding" column of the report and returned to the WIOA Youth Program Coordinator, **with** the Monthly Progress Report for the following month.

**WIOA and its regulations established the allowable types of training, including both work-based and classroom instruction, with the goal of ensuring provider performance, job-driven training, informed consumer choice, continuous improvement, and cost-effective investment of public funds.**

[Training and Employment Guidance Letter \(TEGL\) 08-19](#)



Eligible Training Provider List 



### Reasons for failure:

1. Participant withdrew from training (“dropped out of activity”).
2. Participant failed training (“unsuccessful completion”).
3. An actual end date for the training service was not entered in a timely manner, resulting in AlaskaJobs system-closing the service (“system closed”).

**NOTE:** System-closed services are not reported as completed even if they were completed.



### Possible corrective actions:

- ✓ Ensure participants are financially, emotionally, socially, and physically able to complete the training identified in the IEP.
- ✓ Provide supportive services as appropriate to facilitate completion.
- ✓ When a service is completed, enter an Actual End Date within 30 days of the Projected End Date to prevent the service from being system-closed.
- ✓ If the service will take longer than originally expected, change the Projected End Date to prevent the service from prematurely being system closed.