

**DATE:** May 19, 2025 **WIOAB 02-24**  
**TO:** WIOA Providers  
**FROM:** Summer MacDonald, Program Manager *Summer MacDonald*  
**SUBJECT:** Program Year 2024 Close Out

**Purpose**

To provide guidance on closing out Program Year 2024 (PY24) related to the following:

- Measurable Skills Gain (MSG) Performance indicators,
- Participant Budgets, and
- 4th Quarter Outcomes.

**Measurable Skill Gains Periods of Participation:**

All participants enrolled in a qualifying service (training activity) must achieve at least one MSG per program year. Unlike other WIOA performance measures, an MSG is not an exit-based measure, as participants achieve it while active in a program. The MSG indicator is calculated annually, allowing multiple MSG outcomes per participant in continuing program years. Each unique program entry date triggers inclusion in the calculation, and participants are counted in the denominator only once per program year (July 1 – June 30), regardless of the number of MSGs achieved.

MSGs in PY24 are considered for the measure if the following criteria are met:

- All PY24 MSGs must be "attained" or "Set but not attained" by 6/30/2025.
- Date Attained must fall between 7/1/2024 and 6/30/2025.
- Documentation supporting the attained MSG must be uploaded into *IdahoWorks*.

**Participant Budgets:**

Career planners/coaches must review and update all PY24 participant budget obligations before the new program year begins on July 1, 2025. The budget review process must include:

1. Reviewing all participant vouchers to identify outstanding payments.
2. Ensuring PY24 budget obligations equal the sum of:
  - Vouchers already paid for PY24 expenses,
  - Outstanding vouchers, and/or
  - Vouchers to be issued for expenses incurred before 06/30/25.

**4th Quarter Outcomes:**

All credentials received by participants in PY24 must be documented in the 4th Quarter Outcomes section of *IdahoWorks*, and verification documents for those credentials must be uploaded.

If you have any questions, please contact the WIOATAA mailbox.