

**WIOAB 09-22**

**DATE:** May 15, 2023  
**TO:** WIOA Providers  
**FROM:** Summer MacDonald, *Summer MacDonald*  
Program Manager  
**SUBJECT:** Program Year 2022 Close Out

### Purpose

To provide guidance on PY22 closeout related to the following:

- Measurable Skills Gain (MSG) Performance indicator
- Participant Budgets
- 4<sup>th</sup> Quarter Outcomes

### Measurable Skill Gains Periods of Participation

All eligible participants must achieve at least one MSG each program year. Unlike the other WIOA performance measures, MSG is not an exit-based measure, meaning that a participant can achieve an MSG while still participating in a program. The MSG indicator is a year-to-year measure, meaning one MSG outcome can be achieved in each continuing program year that a participant is active. Since this indicator is not exit-based, each unique program entry date (not exit date) triggers inclusion in the calculation. Participants are only included in the denominator *one time* per program year (July 1 – June 30), regardless of how many MSGs they achieve in a program year.

MSGs have three statuses in *IdahoWorks*:

1. Set But Not Attained = Failed MSG
2. Attained = Completed MSG
3. Set But Attainment Pending = Working on MSG

For PY22 MSGs to count in the measure, the following must be completed:

- Status of all PY22 MSGs must be set to “attained” or “Set but not attained” by 6/30/2023
- Date Attained must be between 7/1/2022 – 6/30/2023
- Documentation to support the attained MSG obtained and uploaded into *IdahoWorks*.

**Please refer to WIOA 12-19, Change 2 for additional guidance on which services trigger the MSG performance measure.**

## **Participant Budgets**

Career planners/coaches must review and update all PY22 participant budget obligations before the new PY begins.

Budget review and balance process:

1. Review all participant vouchers to determine whether a payment is still outstanding.
2. Ensure PY22 budget obligations to equal:
  - a. The vouchers already paid for PY22 expenses,
  - b. the vouchers still outstanding, and/or
  - c. the vouchers that will be issued for expenses incurred before 06/30/23.

## **4th Quarter Outcomes**

All credentials received by participants in PY22 must be documented in 4th quarter outcomes and verification of credentials uploaded into IdahoWorks.

If you have any questions, please contact the WIOA/TAA mailbox.