

WIOAB 12-21

DATE: June 6, 2022
TO: WIOA Providers
FROM: Summer MacDonald *Summer MacDonald*
Program Manager
SUBJECT: Program Year 2021 Close Out

Purpose

To provide guidance on PY21 closeout related to the following:

- Measurable Skills Gain (MSG) Performance indicator,
- COVID 19 National Dislocated Worker Grant (NDWG), and
- Participants Budgets.

Measurable Skill Gains Periods of Participation

All eligible participants must receive 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 a Measurable Skill Gain 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 skill gains they achieve in a program year.

For PY21 MSGs to count in the measure, the following must be completed:

- Status of all PY21 MSGs must be set to “attained” or “Set but not attained” by 6/30/2022
- Date Attained must be between 7/1/2021 – 6/30/2022
- Obtain and upload documentation to support the attained MSG into *IdahoWorks*.

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

COVID 19 NDWG

The closeout process for the COVID NDWG has been detailed in [WIOAB 10-21](#), dated 4/25/22. Career planners should refer to this guidance before exiting grant participants to ensure they have options for additional services should they require them. Please refer to the link above for more information.

Participant Budgets

Career planners/coaches must review and update all PY21 participant budget obligations. PY21 budgets in *IdahoWorks* and expenditures must match before you can establish a PY22 budget.

Budget review and balance process:

1. Review all participant vouchers to determine whether a payment is still outstanding.
2. Adjust (increase or decrease) PY21 budget obligations to equal:
 - a. the vouchers already paid,
 - b. the vouchers still outstanding, and/or
 - c. the vouchers that will be issued for expenses incurred before 06/30/21.

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