DATE: **June 22, 2021**

TO: **WIOA Providers**

FROM: **Danilo Cabrera**   *Danilo Cabrera*

              Program Operations Manager

SUBJECT: **Program Year 2020 Close Out**

Purpose

To provide guidance on the Measurable Skills Gain (MSG) Performance indicator and Participants Budgets in preparation for the program year 2020 closeout.

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 PY20 MSGs to count in the measure, the following must be completed:

- Status must be set to "attained" by June 30, 2021

- Date Attained must be between 7/1/2020 – 6/30/2021

- Have documentation to support the attained MSG

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

Participant Budgets

Unspent PY20 budgets in *IdahoWorks* **will not** be rolled over into PY21. Therefore, all PY20 participant budgets must be reviewed and balanced before establishing a PY21 budget.

Budget review and balance process:

1. Review all participant vouchers to determine whether a payment is still required.

2. Adjust (increase or decrease) PY20 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.

Ensuring the PY20 budgets match all expenditures (paid and outstanding) will zero out the budgets for PY20.

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