

DATE: June 21, 2024, **WIOAB 08-23**
TO: Equus Workforce Solutions
FROM: Summer MacDonald, Program Manager *Summer MacDonald*
SUBJECT: Equus PY23 Adult Reentry Project Closeout Process

The Equus PY23 Adult Reentry Project expires on June 30, 2024. The Idaho Department of Labor, as the WIOA state Administrative Entity has outlined transition procedures for Equus as it works with Reentry Project participants enrolled under this subaward.

Transfer and Exit Procedures:

Participants:

- Participants should be informed about the option to continue receiving WIOA services under the Adult Program if their Individual Service Strategy (ISS) and Services and Training (S&T) plans warrant additional services.

Transfers

- Participants who intend to continue receiving WIOA services after June 30, 2024, must have all their Reentry Project services (602-project code) in *IdahoWorks* completed by the close of business on June 30, 2024.
- In *IdahoWorks*, the participant's Adult Reentry Project services status must be marked as "Exited, Funding Source Change" with an actual end date no later than June 30, 2024.
- A new service must be created under the 601-project code (WIOA Adult) for those continuing services beyond June 30, 2024, with an actual start date of 07/01/24 to ensure no break in service.

Participants Not Continuing WIOA Services:

- Participants who will not receive any WIOA services beyond June 30, 2024, must have all services in the *IdahoWorks* S&T plan marked as "Completed" with an actual end date no later than June 30, 2024.
- Career planners will enter exit and outcome data into *IdahoWorks* upon service completion.

WIOA Participant and Organizational Expenditures:

Outstanding participant vouchers and wage payments may only be paid if the purchase date or work-based learning hours occur on or before June 30, 2024. Submissions for reimbursement should follow standard procedures. Staff may not charge to the Equus PY23 Adult Reentry Project for any time after June 30, 2024.

Questions regarding this process may be directed to the WIOATAA mailbox.