



Local Operating Procedure

SECTION: Operations	PROCEDURE#: LOP18	PAGE 1 of 2
TITLE: Wagner Peyser Participant Exit Procedure	EFFECTIVE DATE: February 18, 2021	

DISTRIBUTION: CareerSource North Central Florida Staff

PURPOSE: The purpose of this procedure is to provide information and guidance regarding the Wagner Peyser exit of job seekers.

REFERENCE: Administrative Policy # 96

Procedure:

A job seeker is considered to have exited the program when the job seeker has not received, for at least 90 consecutive days, a service from any partner program in which the job seeker is co-enrolled that triggers or extends participation and does not have a future service that triggers or extends participation scheduled. In this instance, the jobseeker is referred to as having "soft exited." If the job seeker is co-enrolled in the Trade Adjustment Assistance or Workforce Innovation and Opportunity Act programs, the participant will not exit until he/she has not received a service that triggers or extends participation for any co-enrolled program for 90 days.

Staff may not prolong a job seeker's exit from the program by providing informational only services and recording them as staff-assisted services (e.g., Service Code 116 – Received Service from Staff Not Classified). Further, staff may not prolong a job seeker's exit from the program by recording a service that occurred without the knowledge and consent of the job seeker. For example, staff may not conduct a job search on behalf of a job seeker (without his/her knowledge and consent), provide the results of the job search to the job seeker via email or the Employ Florida message center, and record Service Code 114 – Staff-Assisted Job Search.

Additionally, a job seeker may be "hard exited" from the program if the job seeker meets one of the following global exclusions by:

- Becoming incarcerated in a correctional institution or becoming a resident of an institution or facility providing 24-hour support.
- Receiving medical treatment that is expected to last longer than 90 days and precludes entry

into unsubsidized employment or continued participation in the program.

- Being deceased.
- Serving as a member of the National Guard or other reserve military unit of the armed forces and being called to active duty for at least 90 days.

A case note must be entered on the job seeker's case file indicating why the hard exit was done.

OFFICIAL SIGNATURE



PHYLLIS MARTY
Chief Executive Officer