| Check List for Exiting a WIOA customer in IWDS: | Follow these steps … | Keep in Mind… |
|---|---|---|

**Column 1 (left):**



IWDS Illinois Workforce Development System — **Case Management**

**Exit Control Panel**
Tristan Stewart    Application Summary
SSN: 9822    App LWA:0    App Date:02/01/2019
[Return]

**GENERAL**                                    [Update]
Exit Date: NOT EXITED

Title | Registration Date | Exit Reason
1Y | 02/01/2019 |

**CREDENTIALS**                                [Update]
Enter Credentials Attained

**EMPLOYMENT AT EXIT**                          [Update]
No Employment Specified

**Q1 POST EXIT**
UI Wages:
No Supplemental Q1 Information Specifed

**Q2 POST EXIT**
UI Wages:
No Supplemental Q2 Information Specifed

**Q3 POST EXIT**
UI Wages:
No Supplemental Q3 Information Specifed

**Q4 POST EXIT**
UI Wages:
No Supplemental Q4 Information Specifed

**WAGE DATA**                                   [View]

Pre-Enrollment | Current/Exit
Jan - Mar 2019  Not Available | Oct - Dec 2019  Not Available
Oct - Dec 2018  Not Available | Jul - Sep 2019  Not Available
Jul - Sep 2018  Not Available | Apr - Jun 2019  Not Available
Apr - Jun 2018  Not Available | Jan - Mar 2019  Not Available
| Oct - Dec 2018  Not Available

**School Status At Exit:**

| LWA | Can Exit | Title |
|---|---|---|
| 0 | Y | 3 |

[Save]

In-school,Alternative School
In-school,H.S. or less
In-school,Post-H.S.
Not attending school; within age of compulsory school attendance
Not attending school; H.S. graduate
Not attending school; H.S. Dropout

**Reason**

Attained Credential/Diploma/Certificate
Attained GED/Equivalency Diploma
Attained High School Diploma
Attending Post Secondary School/College at Exit
Attending Secondary (High School) At Exit
Cannot Locate
Deceased
Entered Registered Apprenticeship Program
Entered Supplemental Employment
Entered Unsubsidized Employment
Foster Care
Health/Medical
Institutionalized/Incarcerated
Other, Services Completed
Other, Services Not Completed
Reserve Forces Called to Active Duty

**Column 2 (middle): Follow these steps …**

✓ **Update Credentials**

✓ **Update Employment at Exit**

✓ **Review/Enter Measurable Skill Gains**
- Make sure all are entered, update any missing gains.

✓ **Review Services - (click "List Enrolled Services" on Application Menu):**
- Review the services listed to make sure all services provided to the customer have been recorded.
- Open Services? Close the service by adding the end date and completion status.

✓ **Update "General" Exit:**
- **Click on Update button**
- **Choose School Status at Exit**
- **Choose an "Exit Reason"**
- **Click Save**

Customer is no longer a WIOA Registrant, will appear under "My Exiters".

✓ **Open Follow-Up Service**
- **Record follow-up case note**
- **Follow up is REQUIRED for all YOUTH and adults or dislocated workers who entered employment.**

**Column 3 (right): Keep in Mind…**

✓ Credentials must be Industry Recognized Credential/Certificates to count for Performance.

✓ Once you save the "Exit" you will not be able to record additional services, except for "follow up".

✓ Make sure you have all your supporting documentation in the file.

✓ If a customer doesn't have a credential when they exit, they have an entire year to earn one!

✓ If the Exit is not recorded w/in 110 days since the last service end date, must request review and exit from Commerce. Contact Paula.Barry@illinois.gov for exits and if you have any other questions.

✓ Timely and accurate customer exits are part of WIOA law.