



October 15, 2003

EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2003-05

SUBJECT: Re-Enrollment of Exited Participants

PURPOSE: To transmit policy regarding the re-enrollment of exited WIA participants

BACKGROUND: Performance standards are calculated on outcomes of participants that have exited WIA. Occasionally WIA participants re-apply for services after they have been exited. An evaluation of their past participation and impact on performance is necessary in order to determine if the individual is suitable for WIA services.

ACTION: All WIA service providers will complete a request to re-enroll former exited participants signed by the program coordinator and submit to the executive director for approval.

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Executive Director

DISTRIBUTION: All WIA Service Providers

Tammy L. Childers, Executive Director

Attachment

REQUEST TO RE-ENROLL FORMER EXITED PARTICIPANTS

Please provide the following information and attach case notes to this completed request.

Participant Name: _____

Social Security Number: _____

Enrollment Date: _____

Exit Date: _____

Reason for Exit: _____

How did this individual impact performance? Positive Negative

If negative, explain: _____

Assessment Information

Reading level:		Instrument used:	
Math level:		Instrument used:	
Interest:		Instrument used:	
Aptitude:		Instrument used:	
What curriculum was this individual enrolled in? {if applicable}			
Did they get a credential?		Yes No	
If so, what type?		Type:	
If not, # of credit hours needed to complete and get their credential?			
Does this individual want to enroll in a different curriculum?		Yes No	
If yes, what curriculum?			
# of credit hours needed to complete this curriculum and get their credential?			

RATIONALE {Why should special consideration be given to re-enroll this individual? Include whether the individual is able to successfully complete the WIA program} Attach additional sheets as necessary

Submitted By {signature}	Agency Name	Date Submitted
Approved By	ECWDB Director	
	Title	Date Approved