

Frequently Asked Questions: Defining Exit under the Job Corps Scholars Grant Program – FOA-ETA-20-03

1. What is the definition of exit under the Job Corps Scholars grant?

Exit from the program occurs when the training is completed, including the pre-separation employment counseling, or when a student is terminated, withdraws, drops out or stops out (see below definition) of the program for longer than 90 days and no future services are planned/anticipated from the program for at least 90 days.

2. How should grantees enter the exit date in the Grantee Data Collection tool?

The exit date should be entered in the Grantee Data Collection tool's *Enrollee Form* when a student exits the grant program and no future services are planned/anticipated (except for the post-separation employment counseling period) for at least 90 days.

3. Do you enter the exit date immediately as a student is enrolled under the grant?

Grantees must provide updates to the enrollee form, as applicable, throughout the student's entire participation in the grant program until their exit date.

4. How is the exit date recorded in the Grantee Data Collection tool when a student is terminated/drops/stops out of the Job Corps Scholars program?

If the student is terminated, withdraws, drops out, or stops out for longer than 90 days, the date of exit must be the last day the student received services (that are not self-service, information only, or follow up services such as post-separation employment counseling).

5. What is a Stop Out?

Stop Outs are a period of time that is 90 days or less when a student suspends or stops their training without completing the program and meet the following criteria:

- 1) The student may only need to stop training temporarily
- 2) The grant program and/or educational institution is willing to let the student resume training in the program in 90 days or less
- 3) The student has not completed the training portion of the program

The exit date in the Grantee Data Collection tool does not need to be recorded when a student starts a Stop Out. If the student's stop out is longer than 90 days, the exit date recorded should be the last day the grantee provided services to the student.

6. How are exit dates entered for stops out?

If a student plans to return to the program within 90 days no exit date should be entered at the time of the stop out. When the student returns, their accomplishments can be updated until the student exits.

However, if the student does not return within 90 days, the date of exit must be the last day the student received services.

7. Does the exit date occur at the time post-separation counseling begins or after the post-separation employment counseling?

For students with post-separation counseling, the exit date should be the date the student's training is completed and the student completes the pre-separation employment counseling phase of the program.

8. How is the exit date determined if there is future planned services?

If future services are planned for a student, grantees must document that the future services have been scheduled. If these future services do not occur, the exit date is the date the student last received services from the program. If future services are not documented, and 90 days have elapsed with no services received by the student from the program, then the exit date is the last date of service.