WORKSOURCE PORTLAND METRO

Regional Program Standards

Focus:	☒ WorkSource Centers	☒ Youth Program Services
	☒ Other: Economic Opportunity Programs	

Topic: PDX ARPA

Date: October 1, 2021 REV	❑ New	☒ Revised	Page 1 of 17

Overview

The City of Portland invests American Rescue Plan Act (PDX ARPA) funding to provide an array of pandemic relief efforts and workforce development services. PDX ARPA funded services are targeted to address local priorities of preventing homelessness and violence in the City of Portland.

Contents

Eligibility and Documentation Requirements

Contractors must establish processes that prepare potential participants to complete the eligibility and enrollment requirements for PDX ARPA as outlined below.

Date of Birth/Age

A participant must be 16 years of age or older. Staff Attestation via data entry into I-Trac is required by viewing one of the following documents and confirming age:

Baptismal certificate	Passport
Birth certificate	Public assistance record
DD-214 Military Separation Record	School record or identification card
Government issued ID	Driver's License
Hospital record of birth	Tribal record

Residency

A participant must live at a City of Portland address, and the address given as residence must be checked to

confirm it is City of Portland. Staff must look-up the residence address provided by the applicant in the City of Portland's ArcGIS map (link at http://bit.ly/M6nyjQ) to verify this requirement.

To conduct the search, input the *street address only* (do not put Portland, OR in your search) in the search bar and click the search icon (top red rectangle in picture). The map will auto populate the city. The street address in the search results

must populate with a Portland address. The address does not have to be within the blue area outline of the City of Portland boundary, but it does have to populate with *Portland, OR* showing in the address search results.

Staff attest to having verified the address via the documentation dropdown selection of *GIS Map Validation* in the Residence control in I-Trac.

Qualifying Employment or Economic Characteristics

All applicants must meet one or more of the following qualifying Employment or Economic Characteristics to be enrolled in the PDX ARPA program.

Employment Characteristics

Documented through Customer Attestation from the signed PDX ARPA Application in I-Trac.

- Eviction/Foreclosure
- Homeless
- Justice System Involved
- Re-entry/Violence Prevention Program
- Rent Assistance Program
- Rent/Mortgage Burdened
- Unemployed renter or homeowner

Economic Characteristics.

- Resides in High Crime Area. Documented by staff attestation, utilizing the link to the ARPA Workforce Priority Areas map and confirming residence address is within one of the Priority Areas.

  https://www.arcgis.com/home/webmap/viewer.html?webmap=60e726696de9449a8f34d80ad2e27c6c&extent=-122.8935,45.4494,-122.2384,45.6559

Service Definitions

Career Coaching

Career Coaching is relationship-based guidance and coaching dedicated to increasing the self-sufficiency of participants through unsubsidized employment. It includes assessment of employment-related skills, identification of achievable career and training goals, and development of an achievable career plan. Career coaches support participants in execution of the plan and attainment of their goals by building a relationship of support and accountability. Best practices show that participants who maintain periodic communication with a career coach are most likely to benefit from services. Elements of Career Coaching include:

- Assist in identifying career and education goals.
- With the participant, develop a plan that incorporates a customized set of services and outside resources that will assist them in meeting their goals.
- Coach participants in the personal and interpersonal ("soft" or "life") skills required to obtain and retain employment.
- Assist participants in identifying and securing the resources and supports necessary to succeed in their training and career plans.
- Facilitate collaboration between the different service providers working with the participant to synchronize career and education goals and align resources.
- Coach participants in job search activities, including resume review, interview coaching, and career advising.
- Provide regular check-ins to track participant progress and ensure participants retain employment, including assistance in career advancement planning, resource planning, and re-placement in employment.
- Provide and/or offer connections to employment, childcare and/or housing services which are culturally specific and/or culturally responsive, based on participants' needs.
- Assist participants to access rent assistance resources to support their employment and career plan.

Job Search Assistance

Coaching to or teaching strategies which can be used to increase job search effectiveness. Assistance may include a variety of strategies for conducting on-line job searches, networking, and the role of resumes, cover letters, and interviews in a successful job search. Service can be provided one-on-one or in a group setting.

Pre-Apprenticeship Program

A program designed to prepare participants to enter and succeed in a Registered Apprenticeship Program. Pre-apprenticeship programs are Oregon BOLI registered and should have at least one, if not more, documented partnership(s) with a Registered Apprenticeship Program that will assist in placing participants who complete the pre-apprenticeship program into their Registered Apprenticeship Program.

Training Services

There are two categories of training service offered through the PDX ARPA program – classroom and cohort training and work experience.

Classroom and Cohort Training

The training program must either be on the Portland Metro Eligible Training Provider List (refer to WorkSource Portland Metro regional program standards for additional information), or the training must have been procured for following Worksystems' procurement policy. The training may be offered through a school or training organization on a per-student basis or offered through a cohort agreement with Worksystems.

The training must be an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.

Occupational Skills Training must:

- Be instructor-led in either an in-person or virtual format.
- Be outcome-oriented and focused on an occupational goal specified in the Training Plan.
- Be of sufficient duration to impart the skills needed to meet the occupational goal.
- Lead to the attainment of a DOL-recognized credential.

Work Experience

A Work Experience (WEX) service provides participants with career exposure, opportunities to practice workplace skills and work ethic and, in some instances, provide a reconnection to the workforce. Participating employers provide a structured work environment while wages are paid by an approved Employer of Record. A WEX worksite may be in the private for-profit, non-profit or public sector.

The WEX is a planned, structured, short-term learning/training experience that takes place in an employer's workplace and involves work that is defined by a written, signed training agreement with the employer. The agreement outlines the expectations and responsibilities of all parties and specifies learning objectives and criteria for demonstrating learning and skills gained. In a WEX an employer-employee relationship exists, and a wage is paid. The Internal Revenue Service Fair Labor Standards Act applies, and completion of an I-9 form is required.

Workforce Preparation Activities

Activities, programs or services designed to help an individual acquire any combination of the skills necessary for the successful transition into and completion of postsecondary education or training, or to successfully enter employment. Activities may include but are not limited to computer literacy, forklift operator, flagger, OLCC certificate, first-aid required for an employment position, food handlers' certificate and other occupational skills education leading to non-credentialed certifications that are required for entry level, health or safety employment requirements.

Support Services

Support services are financial assistance to offset expenses necessary for a participant to engage in project activities or to seek or retain employment. Participants cannot receive a support service post-exit. Support services are considered payments and do not extend program participation; therefore, every support service should be delivered with an appropriate staff service on the same day (e.g., Career Coaching).

Prior to considering support service payments, efforts must be made to identify resources in the community or from other grant resources that may provide the same support and use those available resources first. Processes must be in place at each service provider for appropriate referrals to such services as Supplemental Nutrition Assistance Program resources, community-based social services and housing agencies. Staff is responsible for assisting participant exploration of resources from community sources and/or within the participant's personal support system.

When other resources are not available, and based on individual assessment and availability of funds, support services may be provided.

Prerequisites to Receive Support Services

Participants who seek support services must complete the following prerequisite activities:

- Eligibility determination and enrollment
- Prosperity Planner budget

In addition, the support must be necessary to enable the participant to engage in education, training, job search activities or employment.

Administrative Requirements

Documentation

All support services are to be tracked in the participant's I-Trac record on the Payments Tab in the support services control. When a Support Service is paid directly to the participant a signature that acknowledges receipt of the support payment must be on file with the back-up payment documentation noted below in Support Service Definitions – direct deposit into an account in the participant's name and the endorsement on a cancelled check are allowable documentation of this requirement. Direct Deposit information must be received directly from the participant with approval to deposit support service payments to the account.

When a gift card (including a gas card) is provided as the support payment, receipts for the total amount of the gift card that reflect the purchase of allowable and approved items is required with the fiscal documentation file.

Fiscal Procedures

Each service provider must establish a written process to ensure proper fiscal procedures are followed, including paying from original invoices or childcare logs, securing original receipts, and appropriate participant acknowledgment of direct payments made to reimburse participants.

Documentation of Support Service payments is maintained in the financial records attached to the payment record. A copy of the participant's Prosperity Planner budget documenting the participant's financial need must be saved in I-Trac.

Each service provider must establish and follow a process for reconciling pre-purchased support services (i.e., bus passes, pre-paid gas cards, retail store vouchers, gift cards, etc.). This reconciliation must occur at least quarterly (monthly preferred), with the documentation maintained on-site and made available during Worksystems or funder monitoring, as requested.

Support service payments/reimbursement must be made from funds during the program year in which they were incurred.

Support Service Definitions

Service providers may provide the following types of support service. If the support is not defined below it is not allowable for payment under this policy, either due to local area restrictions or because the support is not allowable by funding source(s).

Books and Fees

Costs associated with required books, school supplies and fees for participants enrolled and officially registered in post-secondary education or training, including testing fees, or books and fees required for occupational skill training.

> *Required Documentation*: The original store receipt, school record or test receipt (for fees) that reflects an itemization of the purchased items.

Child and Dependent Care

Childcare costs are for a child(ren) age 12 and under during the time the participant is engaged in program services — including travel to and from the service delivery site. Due to the high cost and limited resources this support should only be considered on a case-by-case basis.

A spouse, sibling, or other family member residing within the same household may not be paid with Support Service funds to provide childcare for the participant's children. Costs for care of an individual age 13 or over may only be paid if there is a documented disability stating the individual may not be left alone.

> *Required Documentation*: A care log (completed by the participant and signed by the care provider verifying dates, times, and cost) is to be used to track the costs being reimbursed. The log must be retained in the financial documentation for the payment.

Clothing/Personal Care

Clothing and/or related footwear or incidentals for interview (including grooming and hygiene products), work or training. This may include such items as a uniform/safety attire, or a type of work shoe or protective eye wear required for the job by an employer (and not provided by the employer) or required of trainees by the training provider. Utilize community resources for interview attire whenever possible.

> *Required Documentation*: The original store or merchant receipt that reflects an itemization of the purchased items.

Credit Repair

Credit counseling and other services necessary to assist participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems that will contribute to the participants' work readiness. Credit repair services are to assist the participant to be ready to enter training, job search and/or maintain employment. Whenever possible, community resources should be utilized.

This assistance does not include the payment or modification of a debt.

> *Required Documentation*: The original receipt that reflects an itemization of the services provided and associated cost.

Employment Documentation

Payment of fees required to secure or replace documentation required to complete an I-9 with an employer to secure employment.

> *Required Documentation*: Receipts that itemize the fees necessary to obtain the approved document with staff attestation (notation and signature on receipt copy is sufficient) that the identification documentation was secured.

Housing Assistance

To support and contribute to the participant's readiness to enter training, education, or employment, assistance with housing costs may be provided.

Moving Costs

Payments for services or items necessary to move into stable housing may be considered and approved. Examples include but may not be limited to: Application and move-in fees, security deposits, motel vouchers for temporary housing, fees for access to Community Warehouse, household items, U-Haul or similar truck or van rental to move furniture. Whenever possible, community resources such as Goodwill and Community Warehouse should be utilized.

> *Required Documentation*: Direct payment from an invoice to landlord/rental company or itemized receipt from the store or merchant where the purchase was made.

Housing Payment

Grant funds may be used to assist with housing payments (current and arrears) that will contribute to the participants' readiness to enter training, education, or employment. PDX ARPA funds may not be used to pay late fees associated with past-due rent or mortgage expense.

To be considered for a support service payment, staff must determine that the situation would impede the participant's ability to conduct an efficient job search, maintain employment or participate in training without the housing payment assistance, and that the participant has a plan for future payments.

Where community resources are available and the participant eligible, those resources must be used before support service payments can be utilized. Documentation that the participant is not eligible for community resources must be included with the support service payment record.

Required Documentation: Clear verification (copy of rental agreement, mortgage statement, voucher or detailed receipt) of charges due and participant residency is required. For mortgage assistance the participant must be one of the named borrowers/homeowners on the mortgage statement. For rent assistance, the address on the lease must match the participant I-Trac record if the participant is not named on the lease agreement. Payment must be made to the leaseholder/owner or mortgage holder.

Housing Stability Education
Grant funds may be used to pay the costs associated with community housing stability education services that will contribute to the participants' work readiness through stabilized housing.

Required Documentation: An invoice from the community service provider is required with documentation of the participants' attendance.

Laptop Computer
Purchase of a basic laptop computer when needed to participate in program services, engage in training or secure and/or maintain employment (when not provided by the employer or training provider).

Required Documentation: The original store or merchant receipt that reflects an itemization of the purchased items.

Legal Services
When necessary to assist a participant in expunging a criminal record or to maintain legal to work documentation to secure employment or participate in a training. Documentation that community resources (Legal Aid, etc.) were reviewed and considered before approving support service payment is required.

Required Documentation: Itemized invoice that clearly details the services provided and the published rate for the service. Payment must be made to the vendor.

Medical/Dental/Optical
This Includes medical/dental/optical testing/treatment, prescriptions, mental health testing, counseling. Funds may only be used for co-payments and expenses of the participant and cannot be used for costs of family members. Due to the high cost and limited resources, efforts should be made to first utilize Oregon Health Plan, County health care resources, and/or sliding scale fee structures with providers. Note: PDX ARPA funds cannot be used for drug-use testing.

This service should be limited to the minimum required to permit the person to participate in training, job search, accept employment, or maintain employment. All reasonable alternatives should be researched by the participant, including lower cost providers, such as Oregon Health Plan, County Health Department, Care Oregon, etc.

Required Documentation: Co-payments may be reimbursed to the participant and require a receipt from the health care/service provider showing date and amount of payment. All other payments must be made directly to the health care/service provider based on an original detailed invoice (no statements)

Parking
When necessary, to enable the participant to engage in career services or training activities (e.g., college campus parking fees).

> *Required Documentation*: Original receipts that reflect a location and time in line with approved service provision (i.e., a class schedule).

Professional Test/License/Organization Fees
When membership, professional event registration and/or licenses/certifications/test/test preparation fees are required or necessary to ensure a participant is prepared for employment or provides increased access to employment opportunities in the associated sector. Support may include the cost for professional licenses (including a state-issued driver's license when required for the job); certifications; test fees and/or test preparation materials, including GED; business, technical and professional organization fees; professional event registration fees, etc.

> *Required Documentation*: Original receipt(s).

Relocation
When a participant accepts a job offer at a location out of Multnomah or Washington County and more than 50 miles away, grant funds may be used to share in the cost of moving to that location (e.g., U-Haul costs, etc.).

> *Required Documentation*: A written, bona fide job offer must be documented to qualify for relocation support. Original receipt(s) of all approved relocation expenses must be maintained with the payment record.

Tools
When participants are required to purchase their own tools for employment or training, this cost may be covered by support service payments. Examples include mechanic, shop, electrician tools, etc.

Tools or equipment that is supplied by the employer, e.g., desk computers, industrial equipment, stationary, machinery, safety equipment, etc., *may not* be paid with support services.

> *Required Documentation*: Original itemized receipts that reflect the allowable and agreed upon item(s). In addition, for tool purchases for training, documentation from the training provider of the required items is to be maintained in the file. For employment, a bona fide, written job offer that shows the requirement of employees providing their own tools or equipment (must be specific) must be provided prior to the approval of funds.

Transportation
Support services are available to provide transportation assistance to participants to allow them to engage in services and activities that support training and education, job search, and/or employment. Transportation types (and associated requirements) include:

Auto or Bicycle Repair
Funds may pay for repair and replacement of essential parts and safety equipment to an automobile or bicycle only if it can be verified there is no other reasonable way for the participant to transport himself/ herself to a training or work site. For Auto Repair, the vehicle must be titled and registered in the

participant's name, be properly insured and there must be written verification by a reputable certified mechanic that the repairs are needed.

> *Required Documentation*: Original invoices/receipts are required for car and bike repair payments. Quotes or work orders will not be accepted for payment receipts. Auto Repair payment must be made to the invoicing certified mechanic and a copy of the auto registration, documentation of a valid driver's license, and proof of insurance card must be included with the payment record and verified to be the same vehicle on which repairs were made.

Auto Insurance

Support Service payment may be provided for auto insurance coverage required by the State of Oregon or Washington and can only be justified in a situation where, without the insurance, the participant would not be able to travel to the training site and/or place of employment. The vehicle must be titled and registered in the participant's name and the participant must have a valid driver's license in their state of residence.

> *Required Documentation*: The original insurance billing with payment directly to the insurance company is required. In addition, documentation of a valid driver's license, a copy of the auto registration, and proof of insurance card is to be included with the payment record.

Auto Registration

Costs associated with DEQ test fees, title transfer and/or registration or renewal may be paid to allow participants to register their auto for the purposes of completing training or securing and/or maintaining employment. Note that the Oregon Department of Motor Vehicles may require a valid driver's license and proof of auto insurance attached to the vehicle.

> *Required Documentation*: The original registration/transfer/test receipt(s) and a photocopy of the new title and/or registration in participant's name must be collected and maintained in the Support Service financial file.

Bicycle Purchase

When a participant chooses and it is determined that the purchase of a bicycle is as, or more, cost effective then other types of transportation assistance, support service funds may be used to purchase a bicycle, including an appropriate bike helmet if the participant does not own one. When appropriate staff may require the participant engage in a bicycle safety class, and this cost may also be covered through support service payment.

Service providers should develop a relationship with Community Cycling Center where consultation assistance on the decision and purchase, education and repair options are available (https://communitycyclingcenter.org/) for reasonable costs.

Staff due diligence is required to determine and document:

- Using a bicycle as a means of transportation to and from the participant's job, school or training location is reasonable and, over time, more cost effective and convenient then other forms of transportation. Staff determine reasonableness by evaluating with the participant things like distance, times, work schedule, long-term viability.
- The participant does not currently own a bicycle or have other modes of transportation available.

- The purchase price is reasonable based on some form of price comparison documentation (price quotes, including refurbished when available) for the type of bicycle being purchased.
- The type of bicycle being purchased is appropriate for the intended use (e.g., distance, night riding).

Once purchased no other forms of Transportation assistance may be provided via PDX ARPA support services.

Required Documentation: The itemized receipt for the purchase and documentation of price comparisons to support the final selection decision are to be maintained in the financial file. Written attestation from the participant that they are choosing a bicycle for their transportation, they understand they will not be provided with other forms of transportation assistance once a bike is purchased, they do not currently own a bicycle, and justification that a bicycle is a reasonable mode of transportation for the purposes of getting to/from school, training and/or employment is to be maintained in the participant file.

Public Transportation, Car Share, Fuel
Includes all modes of transportation (e.g., public transportation passes or tickets, gas for a personal vehicle, car share service, Uber/Lyft/taxi service, bicycle/scooter share service) to help participants engage in services and activities that support training and education, job search and/or employment

Staff are required to determine that assistance provided is not duplicated, such as a bus pass for a month and gas purchase during the same month. Additionally, funds should not pay for the monthly cost of share vehicle services but can reimburse for the month(s) that the participant uses the service for allowable activities. This should be managed through verification of attendance logs and communication with the participant documented in file.

Required Documentation: A log must be kept that tracks activities supported with transportation assistance. A signature on the log for bus passes, bus ticket packages (not individual tickets), and gas card distribution to participants that includes the participant's signature acknowledging receipt can be used as documentation. For other types of transportation, a detailed receipt showing date and time must support reimbursement payment and must align with activities noted in the log. A signed receipt for each instance of transportation support payment in the file can replace a log as long as the tie to services is noted. Receipts are required for gas cards and must show allowable and approved purchase (i.e. gasoline and not items from the mini mart).

Utilities
Utility assistance may be provided to assist a participant in stabilizing their living situation and to conduct an efficient job search, maintain employment or participate in training. This includes past due utility payments, utility deposits, internet and cell phone bills (but does not include any sort of television/cable expenses). Prepaid cell phone service may be paid for with Support Services funding.

The original bill must be provided before payment can be approved, with verification that the utilities/phone are for the participant's personal residence or in the participant's name (in the case of cell phones). PDX ARPA funds may not be used to pay interest charges or late fees associated with past due utility expense.

Required Documentation: Clear verification (copy of detailed utility invoice that matches participants address in I-Trac) of charges due. Payment must be made to the vendor.

Stipend

A stipend is a payment made to participants to help cover basic costs while they engage in a Portland Metro cohort training – defined as one group of participants enrolled in and attending the same training session(s) together as a group. All participants in the single training cohort must receive identical stipends. Examples of Portland Metro cohort trainings include, but are not limited to, BankWork$, CareerWork$ Medical, CompTia and Driving Diversity. Stipends may be paid as an hourly amount attached to program engagement or as a total sum based on the length of the training program. Every stipend awarded must have a clear connection to a specific participant goal as documented in their Cohort Training Application. There must be clear goals and expectations set forth as to what the participant must do to earn the stipend.

Cohort training programs that include a stipend will have business processes outlined that publish the stipend payments available, the requirements for receiving the stipend and comply with these regional program standards requirements.

Any participant receiving a stipend must complete a W-9 form. Participants receiving more than $599 in stipend payments in one calendar year will be issued a 1099 for tax reporting purposes.

Administrative Rules

Service providers must establish a written process for paying stipends to ensure proper and consistent application of policy and that fiscal procedures are followed. At minimum, these procedures must address the following requirements:

- Service providers must follow business processes and procedures established by Worksystems for stipend-allowable activities and related stipend amounts.

- Each stipend payment must include a record of the participant's engagement such as confirmation from the training provider of attendance, a certificate of training completion or credential.

- Stipend payments are to be paid by check payable to the participant, direct deposit into an account in the participant's name, or via pay card through a payment system where a specific pay card is assigned to a participant. Gift cards, gift certificates or retail vouchers cannot be used as stipend payment.

- Participants are required to sign an acknowledgment of receipt of the stipend. Check endorsement or direct deposit (see additional details in Support Services) may be used as the signed receipt. Where pay cards are used, the signature is to be captured at the point the pay card is given to the participant, with the number/card ID noted. Further stipend payments to the same pay card do not require additional signature as it's treated as a direct deposit.

- Stipend payments must be paid from funds during the program year in which the program engagement occurred.

- Planned stipends are to be entered into I-Trac in the Payments Plan control prior to the commencement of the allowable activity.

- Paid stipends are to be entered into the I-Trac Stipend Payments control.

Performance

Performance Element	Description	Performance Cohort
Training and Work Experience Completers	**Denominator** All enrolled participants with a Training, Work Experience or Pre-Apprenticeship service with a status of Started (does not include Status of Cancelled). **Numerator** Number of participants with a Training, Work Experience or Pre-Apprenticeship service with a Status of Completed.	At Exit
Training/Work Experience Completer Enter Employment	**Denominator** Number of participants with a Training, Work Experience or Pre-Apprenticeship service with a status of Completed. **Numerator** Number of participants with an Employment Confirmation Type of After Participation Employment who obtain non-Training related employment.	At Exit
Training/Work Experience Completer Enter Training Related Employment	**Defined as:** Participant obtains employment in the industry or position they received the Training for or Work Experience in. **Denominator** Number of participants with a Training, Work Experience or Pre-Apprenticeship service with a status of Completed. **Numerator** Number of participants with an Employment Confirmation Type of After Participation Employment and Related Training Services is Yes in the Employment Confirmation Control.	At Exit
Training/Work Experience Completer Entered Middle Income Employment	**Denominator** Number of participants with a Training, Work Experience or Pre-Apprenticeship service with a status of Completed. **Numerator** Number of participants with an Employment Confirmation Type of After Participation Entered Middle-Income Employment and where the employment wage is $18 an hour or more in the Employment Information Control.	At Exit

Performance Element	Description	Performance Cohort
Percent of Participants that Identify as People of Color	**Denominator** All enrolled participants. **Numerator** Number of participants that identify as a person of color.	At Enrollment

Data Points

Number of participants receiving a Training or Pre-Apprenticeship service Documented on the Services Tab in I-Trac.
Number of Work Experience Services provided Documented on the Services Tab in I-Trac.
Number of participants that receive at least one Stipend payment Documented on the Payments Tab in I-Trac.
Number of participants who obtained or retained stable housing at program Exit Documented on the Outcomes Tab in I-Trac.

I-Trac Data Entry and File Documentation

Performance Element	I-Trac Data Entry Fields	Documentation
Training and Work Experience Completers	**Services Tab** • Training, Secondary Education & Employment Skills Control • Work Based Training Control • Service with a Status of Completed	Credential, if applicable
Training Completer Enter Employment	**Services Tab** • Training, Post-Secondary Education & Employment Skills Control • Service with a Status of Completed **Outcomes Tab** • Employment Information Control • Employment Confirmation Control	None
Training Completer Enter Training Related Employment	**Services Tab** • Training, Post-Secondary Education & Employment Skills Control • Serviced with a Status of Completed **Outcomes Tab** • Employment Information Control • Employment Confirmation Control	None

Performance Element	I-Trac Data Entry Fields	Documentation
Training Completer Enter Middle Income Employment	**Services Tab** • Training, Post-Secondary Education & Employment Skills Control • Service with a Status of Completed **Outcomes Tab** • Employment Information Control, including wage information • Employment Confirmation Control	None

Additional Performance Definitions

Auto-Exit
When a participant has gone more than 90 days without a PDX ARPA service they will be automatically exited. The Exit date is the last date of the last qualifying PDX ARPA service entered in I-Trac.

Enrolled Participant
A customer who has completed the PDX ARPA Eligibility and Registration process and has received one PDX ARPA funded service. For the service to count and trigger participation it must be data-entered into I-Trac.

Exit
Definition of Exit is the date the participant is placed in employment.

Global Exclusion Exit Reasons
Participants who find themselves in certain types of circumstances beyond their control and that preclude them from continuing participation in PDX ARPA services may be manually exited from the program. These exit reasons must include documentation in the participant file in support of the early exit. When a Global Exclusion type of exit is recorded the participant will not be included in any of the performance measure denominators.

- **Reserve Forces/Called to Active Duty:** For more than 90 days. A case note is required that includes the name and title of the military representative that verified the call, or a copy of the military orders must be in the file.

- **Deceased:** A copy of the death certificate or a copy the obituary or newspaper article must be in the file.

- **Foster Care:** The participant is in the foster care program [as defined by 45 CFR 1355.20(a)] and has moved from the area as part of the foster care program. Case note that includes the name and contact information of the case worker or foster parent providing the information documenting the move out of the service area

- **Health/Medical:** Exits program because of a medical treatment and that treatment is expected to last longer than 90 days. A case note that includes the name and contact information of the family member or agency staff person providing the exclusion information (do not put specific medical diagnoses or specific medical information into either the file or the I-Trac record).

- **Institutionalized:** Becomes incarcerated in a correctional institution or is a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving

services. A copy of public information verifying the incarceration, or a case note that includes the name and contact information for the family member or agency staff person providing the exclusion information.

Training Completer

A participant who completes a planned program of training or all terms of a planned program paid for with PDX ARPA funds with a "complete" or "pass" designation from the school (for pass/no pass programs) or a passing grade (defined as D or better). Training completion must be reflected in the I-Trac record and supported by verification information from the participant or school. Credentials obtained by completing training must be entered in I-Tac and a copy filed in the participant file.