

Planned Gap in Service Policy

Approved: June 14, 2019

Purpose: To provide guidance for a participant planned gap in receipt of services for Workforce Innovation and Opportunity Act (WIOA) Adult (AD), Dislocated Worker (DW), and Youth (YTH) programs.

Policy: When a participant has a need for a planned gap in service of more than ninety (90) days and intends to continue participation after that time, a Service Provider must request approval from Nevadaworks in writing. The following three circumstances will be considered for approval for a planned gap in service:

1. Delay before the beginning of training.
2. Health/medical condition of the participant, or participant's need to provide care for a family member with a health/medical condition, where the medical condition is expected to last more than ninety (90) days.
3. Temporary move from the participant's home area that prevents participation, including Reserve/National Guard or other related military service.

The planned gap in service should last no more than 180 consecutive calendar days from the end date of the most recent service provided to allow time to address the barriers to continuous participation. Service Providers may request an additional ninety (90) days for the participant to resolve issues that prevent participant from completing program services leading to employment.

Nevadaworks will respond in writing to all requests for a planned gap in service. Thorough documentation of the planned gap in service must be retained in the client file and Case Notes must be entered in the Management Information System (MIS). Documentation includes:

- The reason for the planned gap.
- The participant's intent to return to program participation.
- Nevadaworks' written response.

References:

TAG 15-3 Workforce Innovation Opportunity Act Overview