**Procedures for Implementing Individual ParticipantDurational Limit**

*1. Grantee Durational Policy.* Grantees must have a durational limit policy that has been approved by DOL as part of their grant.

*2. Informing Participants of Policy and Possibility of Extension.* All new participants must be informed of the grantee policy at the time of enrollment, and all current participants must be informed of the new policy when approved by DOL. In addition, the grantee must inform all participants who are within 12 months of reaching their personal durational limit of how they are impacted by the policy and when transitional planning will begin. These participants are identified in the Waiver of Durational Limit (WDL) report.

*3. Updating Waiver Factors.* Grantees must regularly run the WDL report to ensure that all participants due to reach their durational limit within the year have had their waiver factors updated within the program year.

*4. Ensuring the Accuracy of Durational Calculations.* Errors in SPARQ data can affect the accuracy of durational limit counts. A grantee’s errors for an exited participant can be affecting the count of another grantee with which the participant is now enrolled. For that reason, grantees must correct all Durational Rejects (DRs) as soon as they occur. Grantees must also review their Approved Break report and close any breaks that are improperly listed as open. These breaks are also affecting the durational counts*.*

*5. Transition Planning.* Grantees are required to provide transition planning and assistance to all participants who are exiting the program. For those who are likely to obtain employment, this may entail a new host agency assignment, enhanced training, and intensive job search assistance. For those unlikely to obtain a job prior to exit, the grantee must provide assistance with identifying and obtaining other transitional services that will support self-sufficiency and help maintain the participant’s quality of life.

*6. Requesting Extensions for Individual Participants.* This winter we will be building the tools grantees need to request and track extensions.  We expect those tools to be in place by the beginning of Q4.  The Extension Utility will enable the grantee to enter the PID of each participant who qualifies for an extension under the grantee’s policy.  Only grantee administrators can use the utility, and they must certify that all requests qualify under the grantee’s policy.  SPARQ will then confirm that the participant for whom a request is made has a waiver factor updated in this program year. All requests with updated waiver factors will be granted.  SPARQ will tell the grantee if the request is granted or denied, and the participant screen in SPARQ will be updated with that information.  There will also be a new report listing those participants who reached their durational limit in the quarter and, of those, who received an extension and who did not.

7. Exiting Participants for Durational Limit. Any participant who does not qualify for an extension under the grantee’s durational policy, must be exited on his or her durational limit date as listed in the WDL report. Participants must be given 30 days’ written notice of their termination and must be informed that the termination is subject to appeal under the grantee’s grievance policy. A copy of the grievance policy should be attached to the termination notice. Element 6(v) on the Exit Form, Durational Limit, should be checked as the reason for exit.