

### Workforce Innovation and Opportunity Act Case Closure Steps

1. Gather performance verifications for participant(s).
2. Send the name(s) of the participants you wish to close out along with the reasons for closure to Hampton Roads Workforce Council's Youth Program Coordinator.
3. When approval is given, go into VOS and close out all activities and goals for the participant(s).
4. After case closure is completed, arrange a day and time to transfer the participant physical files to Hampton Roads Workforce Council's Youth Program Coordinator.

**NOTE:** The case manager is responsible for following up with the participant for the initial ninety (90) days following case closure.