



Termination Policy and Procedures for Service Providers

At the discretion of the Career Advisers, Work-Based Employers, Instructors and Vendors, utilizing their own termination policy, each have the right to terminate a participant from the program for cause if it is deemed necessary and it goes against the entity's Rules of Conduct.

The ITA re-enrollment policy should be disclosed to each ITA participant to allow the participant the opportunity to determine if he/she meets any of the requirements to be re-enrolled into the program.

Formal communication should be made with each terminated participant whether they are successful or unsuccessful. Every reasonable effort to contact each participant will be made by the Career Adviser.

However, the participant has the right to disagree with the termination and if he/she wishes, a meeting will be arranged.

The participant may notify the Career Adviser and the Contract Representative at Northwest Georgia Regional Commission of their reason for disagreeing with their termination from WIOA.

The Career Adviser and the Contract Representative will meet and inform the participant of their decision.

Once terminated, all services should be ended and follow-up procedures will begin.