Planned Gap Reference

This table provides recommendations on when to use a Planned Gap versus a Program Exit based on the Participant status at program year end.

Participant Status	Program Exit	Planned Gap	Benefits/Notes
➢ **Participant completed the program** ➢ **Participant is confident they are not returning the next Program Year** ➢ **Participant is unsure if they are returning the next Program Year**	Program Exit the Participant in the current program year	N/A	*NOTE: If the Participant does return the next Program Year, you can simply reverse the Program Exit Status and enter a Planned Gap to keep the Registration active.* ***This must be done on or before September 17th to continue the Registration into the new Program Year.***
➢ **Participant is returning the next Program Year**	N/A	Place the Participant into a Planned Gap: • Enter in this year's Class Exit dates then begin the Planned Gap the day after the last Class Exit date. • The Planned Gap End date can be 91 to 180 days from the Planned Gap Begin date but must be the day before the next Class Begin date. However, when using a Planned Gap to carry a participant across program years, the Planned Gap End Date cannot bypass September 10th. This is to allow time before the September 17th cutoff date to determine if the participant did return for the new year or not. ***IMPORTANT REMINDERS:*** • *Remember that a Participant will be System Exited the day after a Planned Gap End date unless the Participant is enrolled into a class the day after the Planned Gap End date.* • *If the Planned Gap continues across program years, the Participant will be System Exited the day after a Planned Gap End date unless the Participant is enrolled into a class the day after the Planned Gap End date AND there is at least 1 hour of attendance recorded in the new program year.*	*NOTE: If a Participant does not return in the fall, you can simply delete the Planned Gap and program exit the participant. The Exit date will be the previous year's last class exit date.* ***This must be done on or before September 17th to Program Exit the Participant with a previous Program Year date.*** The Planned Gap feature keeps the Registration active and avoids additional data entry that a Program Exit would require, such as: • Premature Follow Up: Follow Up is now required for any Participant who is Program Exited with 12 or more attendance hours across program years • Re-Registering: A new Registration would need to be completed versus simply updating the current active Registration