



WORKFORCE INVESTMENT BOARD MEETING AGENDA

Wednesday, March 12, 2025; 8:00 AM – 9:00 AM

**Workforce Investment Board of Tulare County
309 W. Main Street, Suite 110, Visalia, CA**

1. CALL MEETING TO ORDER

2. PUBLIC COMMENTS (Three minutes per individual/organization, fifteen minutes total) - Any member of the public wishing to address the Workforce Investment Board of Tulare County on a specific matter under its jurisdiction, please notify the Secretary of the Board of your name and provide a brief description on the subject matter prior to the meeting. The Board will not be able to take action on any item not appearing on the agenda.

3. SUCCESS STORY - Workforce Professional

4. CONSENT ITEMS – All items under the Consent Calendar are considered routine and will be approved in one action without discussion. If a Board member requests that an item be removed from the Consent Calendar or a citizen wishes to speak on an item, the item will be considered under Regular Items.

- a. Workforce Investment Board Meeting Minutes
Approve February 19, 2025, Board Meeting Minutes.
- b. WIB Directive TUL 25-01 Performance Guidance
Approve WIB Directive TUL 25-01 Performance Guidance
- c. WIB Directive TUL 25-02 CalJOBSSM Activity Codes
Approve WIB Directive TUL 25-02 CalJOBSSM Activity Codes.
- d. Eligible Training Provider (ETP) Contracts Renewal
Approve the renewal of the ETP contracts from July 1, 2025 - June 30, 2029.

5. REGULAR ITEMS

- a. Local Workforce Development Area Designation and Local Workforce Development Board Recertification
 - i. Approve the subsequent local workforce development area designation and local workforce development board recertification application for PY 25-27 and authorize the Chair of the Board to sign.
 - ii. Forward to the Tulare County Board of Supervisors for approval and signature.

WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

- b. Employment Connection System Theory of Change
Approve the Employment Connection Committee Recommended Employment Connection System Theory of Change.

6. INFORMATION/DISCUSSION ITEMS

- a. Program Year 2025-2028 Workforce Investment Board of Tulare County Workforce Innovation Opportunity Act Local Plan and San Joaquin Valley and Associated Counties Regional Planning Unit Regional Plan
- b. Agreements Executed by WIB Executive Director Between \$5,000-\$20,000
- c. Good Jobs Challenge Update
- d. Tulare-Kings Healthcare Partnership Update

7. WIB COMMITTEES REPORT

- WIB Employment Connection Committee

8. GOOD OF THE ORDER/ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Laura Castanon at 559-713-5200 no later than noon the Tuesday before the meeting.

Documents related to the items on this agenda which are distributed to the board members after the mailing of the agenda packet are available for public inspection in the WIB office, located at 309 W. Main St., Suite 120, Visalia, CA.



WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

MEETING

February 19, 2025, Minutes

WIB Directors Present: Colby Wells – Chair, Joe Hallmeyer – Vice Chair, Randy Baerg - Treasurer/Secretary, Amy Shuklian, Brandon Lovenburg, Danielle Beckett, Gamaliel Aguilar, Jeff Hudson-Covolo, Robert Kleyn, Ronny Jungk

WIB Directors Absent: Brent Calvin, David Pena, Tricia Stever Blattler, Yolanda Valdez

1. **Call to Order:** Colby Wells - Chair called the meeting to order at 8:04 a.m.
2. **Public Comment:** Colby Wells - Chair – Called for public comments; there were no public comments.
3. **Success Story:** Healthcare Sector Partnership
4. **Consent Items:**
 - a. Workforce Investment Board Meeting Minutes
Approve January 8, 2025, Board Meeting Minutes.
 - b. WIB Directive TUL 24-08 Individual Training Account (ITA) Policy and Procedures
Approve WIB Directive TUL 24-08, ITA Policy and Procedures.
 - c. Infrastructure Funding Agreement (IFA) with Schrank’s Clubhouse
Approve the proposed revision to the IFA with Schrank’s Clubhouse to reflect the addition of staff workspace at Visalia Employment Connection effective March 1, 2025.
 - d. Application to Continue Acting as the America’s Job Center of California (AJCC) Operator for the Employment Connection System in Tulare County
 - i. Approve the WIB’s application to be the AJCC Operator for the Employment Connection System in Tulare County and authorize the Chair of the Board to sign.
 - ii. Forward to the Tulare County Board of Supervisors for approval and signature.
 - e. Employment Connection Committee Nomination
Approve the Employment Connection Committee nomination of Jean Cardenas to the Employment Connection Committee from SER, Jobs for Progress

Motion was made by Joe Hallmeyer, second by Ronny Jungk to approve the consent items; carried by unanimous vote.

5. Regular Items:

- a. Request for Proposals (RFP) for WIOA Title I Youth Services for Program Year (PY) 2025-26
Approve WIB Program Committee recommendation to release an RFP for WIOA Title I Youth Services for PY 2025-26 for the delivery of services at the following locations:
 - i. OSY services at a comprehensive center (Porterville, Visalia)
 - ii. OSY services balance of county
 - iii. ISY services at a single high school location

Motion was made by Gamaliel Aguilar, second by Joe Hallmeyer to approve the WIB Program Committee recommendation to release an RFP for WIOA Title I Youth Services for PY 2025-26 for the delivery of services, carried by unanimous vote.

- b. Request for Proposals (RFP) for WIOA Title I Adult/Dislocated Worker Career Services for Program Year (PY) 2025-26
Approve WIB Program Committee recommendation to release an RFP for WIOA Title I Career Services for Adult and Dislocated Worker Services for PY 2025-26 for the delivery of services at the following locations:
 - Comprehensive Centers (Porterville, Visalia)
 - Affiliate Centers (Dinuba, Tulare)
 - Rural locations

Motion was made by Ronny Jungk, second by Gamaliel Aguilar to approve the WIB Program Committee recommendation to release an RFP for WIOA Title I Career Services for Adult and Dislocated Worker Services for PY 2025-26 for the delivery of services, carried by unanimous vote.

6. Information/Discussion Items:

- a. Federal Administration Activity and Potential WIB Impacts
- b. Agreements Executed by WIB Executive Director Between \$5,000-\$20,000
- c. Tulare-Kings Healthcare Partnership Update
- d. Workforce Data Newsletter – Volume 9, Issue 12 – December 2024
- e. Tulare County Metropolitan Statistical Area (MSA) – December 2024

7. WIB Committee Reports

- WIB Youth Committee

8. Good of the Order/Adjourn: There being no further business; the meeting was adjourned by Colby Wells, Chair at 9:02 a.m.

Minutes submitted for approval by Randy Baerg, Secretary.

Randy Baerg, Secretary

Date



INTEROFFICE MEMORANDUM

TO: David McMunn, Deputy Director of Administration

FROM: Jamie Yang, Workforce Development Analyst

DATE: February 26, 2025

SUBJECT: WIB Directive TUL 25-01 Performance Guidance

Item	Comments
Agenda Date	WIB Meeting – Wednesday, March 12, 2025
Request	Approve WIB Directive TUL 25-01 Performance Guidance.
Summary	<p>This directive supersedes WIB Directive TUL 22-04, Performance Guidance, dated September 14, 2022, if approved.</p> <p>The WIB Directive WIB Directive TUL 25-01, Performance Guidance, was issued for a 30-day comment period. No public comments were received during the comment period ending on March 7, 2025.</p> <p>This policy provides guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) six primary indicators of performance.</p> <p>To comply with WIOA, the WIB must submit accurate data to the Employment Development Department (EDD), which is required to submit accurate participant reports and validated individual participant data to the DOL on a quarterly and annual basis. The DOL utilizes this data to assess the effectiveness of the State and subrecipients in achieving positive outcomes for individuals served under the core and non-core programs. The WIOA six core programs include Title I Adult, Dislocated Worker (DW), and Youth programs; Title II administered by the CDE; Title III Wagner-Peyser; and Title IV Vocational Rehabilitation (VR) program. The non-core programs that are included in this policy are JVSG, NDWG, and TAA.</p>
Fiscal Impact	None
Alternatives	There are no alternatives, as this is a Federal requirement.
Involvement of Other Organizations	All WIB Staff and WIB Subrecipients must comply with this policy.



DIRECTIVE

Workforce Investment Board of Tulare County

Date: March 12, 2025

TUL 25-01 PERFORMANCE GUIDANCE

EXECUTIVE SUMMARY:

This policy provides guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) six primary indicators of performance. This policy applies to all Workforce Investment Board of Tulare County (WIB) WIOA Title I and National Dislocated Worker Grant (NDWG) subrecipients and is effective immediately.

This Directive contains some State-imposed requirements. ***This directive contains no WIB-imposed requirements.***

This Directive supersedes WIB Directive TUL 22-04, Performance Guidance, dated September 14, 2022. Retain this Directive until further notice.

REFERENCES:

- WIOA (Public Law [113-125](#)) Section 116 – Performance Accountability System
- Title 20 Code of Federal Regulations (CFR) Part [677](#) – Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act
- Training and Employment Guidance Letter (TEGL) [10-16](#), Change 3 – Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs (June 11, 2024)
- TEGL [21-16](#), Change 1, Third Workforce Innovation and Opportunity Act (WIOA) - Title I Youth Formula Program Guidance (July 30, 2021)
- TEGL [14-18](#), Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL) (March 25, 2019)
- TEGL [26-16](#), Guidance on the use of Supplemental Wage Information to Implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act (June 1, 2017)

- DOL-only Performance Accountability, Information, and Reporting System – Office of Management and Budget (OMB) Control No. [1205-0521](#), Participant Individual Record Layout (PIRL)
- Workforce Service Directive (WSD) [24-05](#), CalJOBSSM Activity Codes (October 10, 2024)
- WSD [18-02](#), Data Change Request Form Procedure (July 31, 2018)
- WSD [24-07](#), Performance Guidance (November 26, 2024)
- [Labormarketinformation.ca.gov](http://labormarketinformation.ca.gov)
- [California Department of Education \(CDE\)](#)

BACKGROUND:

To comply with WIOA, the WIB must submit accurate data to the Employment Development Department (EDD), which is required to submit accurate participant reports and validated individual participant data to the DOL on a quarterly and annual basis. The DOL utilizes this data to assess the effectiveness of the State and subrecipients in achieving positive outcomes for individuals served under the core and non-core programs. The WIOA six core programs include Title I Adult, Dislocated Worker (DW), and Youth programs; Title II administered by the CDE; Title III Wagner-Peyser; and Title IV Vocational Rehabilitation (VR) program. The non-core programs that are included in this policy are JVSG, NDWG, and TAA.

POLICY AND PROCEDURES:

The following definitions are needed to understand WIOA performance when using federal funds, and the mechanisms for calculating the six primary indicators of performance.

Definitions

Reportable Individual – An individual who engages with the workforce development community but does not meet the requirement to be a program participant. A reportable individual is someone who demonstrates an intent to use program services and meets one or more of the following criteria:

- Provides identifying information.
- Accesses the self-service system only.
- Only received information-only services or activities.

Reportable individuals are not included in the calculations for performance. However, certain information about reportable individuals is required to be reported in quarterly and annual WIOA reports. Collecting and reporting information allows for an accurate representation of the number of individuals engaged with the workforce system.

Example – An individual comes to an America’s Job Center of CaliforniaSM (AJCC) to use the computer for a job search and declines any staff-assisted services. However, the individual accepts a labor market information handout. Since this individual only engaged in self-service activities, they are a reportable individual.

Date of Participation – The actual begin date of the first clock-restarting service, as referenced in the [CalJOBS Activity Codes](#) (WSD 24-05) an individual receives in non-Youth programs. For the Youth program, the youth must receive all four required components (eligibility determination, assessment, individual service strategy development, and receipt of a program element) to begin a period of participation. Once all four required components are received, other Youth services can be received.

Note – The date in the CalJOBS application’s Participation tab may not be the same as the Date of Participation. The Participation tab can be created with a non-clock restarting activity, but the actual begin date of the first clock-restarting service will trigger the participation date.

Participant – A reportable individual who has received services other than self-service activities and has satisfied all applicable programmatic requirements to receive program services. The definition of participant varies slightly between programs:

1. Adult, DW, Wagner-Peyser, JVSG, NDWG, and TAA Participant

An individual becomes a participant in the program when they complete the following:

- Meet the definition of a reportable individual.
- Satisfy all applicable program requirements for the provision of services, including an eligibility determination.
- Receive any training service, individualized career service, or staff-assisted basic career service, disaster relief employment (for NDWG participants only), and/or any trade payments funded by TAA (for TAA participants only).

Staff should ensure all individuals have met applicable program requirements for the provision of clock-restarting services, including eligibility determination, prior to the receipt of a clock-restarting service.

Example – An individual who is already registered in CalJOBS goes to an AJCC. The AJCC staff completes the Title I Adult application and provides a community service referral. The individual then attends a job search workshop and receives an objective assessment from staff. Since this individual provided identifying information, was deemed eligible for the Title I Adult program, and received at least one staff-assisted service, the individual is a participant. Staff should make sure all individuals are deemed eligible before providing a staff-assisted service, such as a referral.

2. Youth Participant

An individual becomes a participant in the Youth program when they complete all the following:

- Meet the definition of reportable individual.
- Satisfy all applicable program requirements for the provision of services:
 - Eligibility determination.
 - An objective assessment.
 - Development of an individual service strategy.
- Receive one of the 14 WIOA Youth program elements, as defined in [TEGL 10-16, Change 3, Attachment 7, Table B](#).

Example – An individual goes to an AJCC or a Youth Provider and staff determines they are eligible for the Youth program. The individual then receives an objective assessment, study skills training, and develops an individual service strategy. Since this individual has been determined to be program eligible, received an objective assessment and a program element, and developed an individual service strategy, the individual is a participant.

If an individual fails to meet one or more of the items needed to be a participant, the individual will be reported as a reportable individual and will not be included in performance calculations.

Note – Participants who exit the program without an exclusionary exit are included in the performance. NDWG participants who ONLY receive disaster relief employment will not be included in the performance.

Period of Participation – The period of participation begins when an individual becomes a participant in a program and ends on the participant’s date of exit from the program. A new period of participation is counted each time a participant re-enters and exits the program (even if the exits occur in the same program year [PY]). An example illustrating periods of participation and its relation to each performance indicator can be found in [TEGL 10-16, Change 3, Attachment 5](#) and [Attachment 6](#).

Exit – The date of exit is the last date of service. There are four different types of exits:

1. Date of Exit – Participant

An exit occurs when the participant has not received program services for 90 consecutive calendar days, and no additional future services are scheduled. The program exit date is applied retroactively after 90 days to the last service’s actual end date. Follow-up services, self-services, information-only services or activities, and supportive services do not delay, postpone, or affect the date of exit.

2. Date of Exit – Reportable Individual

Reportable individuals are not considered participants in a program, so they do not “exit.” However, the date of exit for reporting purposes is determined as follows:

- Individual does not become a participant.
- Individual is served with only self-service and/or information-only services.
- 90 days elapsed since being identified as a reportable individual, and the individual has not received additional self-service or information-only services or activities during the 90-day time frame.

Once the above criteria are met, the date of exit is applied *retroactively* to the last day of receipt of self-service and/or information-only services or activities. This methodology is used to ensure reportable individuals do not remain in the system indefinitely.

3. Common Exit

A common exit happens when a participant is enrolled in multiple DOL-administered programs, and the following occurs:

- They have not received clock restarting services for at least 90 consecutive calendar days from any DOL-administered programs to which the common exit policy applies.
- No future services are scheduled except for self-service, information-only activities, or follow-up services.

In CalJOBS, common exit takes into consideration enrollment and activities provided by the following programs: Title I Adult, DW, and Youth programs, Title III Wagner-Peyser, JVSG, NDWG, Section 167 National Farmworker Jobs Program utilizing CalJOBS, and the TAA program. Follow-up forms are only available in the system after a common exit has occurred, but follow-up services can be provided after the staff is aware that an individual is no longer receiving clock-restarting services, and a CalJOBS Closure form has been completed.

4. Exclusionary Exit

An exclusionary exit occurs when a participant is not included in one or more performance calculations because they exit the program due to not receiving services for one or more of the following reasons:

- Has become incarcerated or become a resident at a facility providing 24-hour support, such as a hospital or treatment center.
- Has received medical treatment that is expected to last longer than 90 days.
- Becomes deceased.

- Is a member of a military reserve unit and is called to activity duty for at least 90 days.
- Is in foster care and exits the program due to moving outside the subrecipient's area (only applies to the Youth program).

A participant who experiences one of the exclusionary exit reasons after they have exited the program and are in follow-up is still included in the performance indicators.

Please reference [TEGL 10-16, Change 3, Attachment 2](#) for additional information regarding exclusionary exits for each program.

Exit Cohort – The group of participants who exited during the same quarter and who will be a part of the same measure. Some indicators report on different exit cohorts than other indicators. Please see the PIRL Reporting Timelines under PIRL Resources on [DOL's website](#) for further guidance on which exit cohorts are reported for each performance indicator.

Participant Individual Record Layout (PIRL) – The data layout that provides a standardized set of data elements, definitions, and reporting instructions that are used to describe the characteristics, activities, and outcomes of WIOA participants. The DOL quarterly and annual report data is calculated using the PIRL file.

Unsubsidized Employment – Employment in the private or public sector where the employer does not receive a subsidy from public funds to offset all or part of the wages and costs of employing the individual.

Supplemental Wage Information – Employment-related wage data found using specific methods and procedures as described in TEGL 26-16 when matching a participant's SSN against quarterly wage record information is not possible. In addition, [TEGL 10-16, Change 3, Attachment 3](#) can be used to convert supplemental wage into quarterly wages.

Secondary School Education – Instruction at or above the 9th grade level that leads to a high school diploma or its recognized equivalent.

Postsecondary Education/Training – Instruction from an accredited postsecondary education institution where technical or industry/occupational skills are attained that lead to a recognized postsecondary credential.

Occupational Skills Training – Instruction that includes vocational education and classroom training that is designed to provide technical skills and information required to perform a specific job or group of jobs.

Secondary School Diploma or Recognized Equivalent – California recognized diplomas issued by a California public school, as well as by private schools accredited by the Western Association of Schools and Colleges or equivalent regional accreditation body. The requirements of a secondary school diploma are outlined by the [CDE](#).

A secondary school equivalency certification indicates that a student has completed the requirements for a high school education. California has approved the use of two high school equivalency tests ([HSET](#)): GED® and HiSET®. These tests are for students 18 years old and older (17 years old in some instances). Those who pass the California High School Proficiency Examination ([CHSPE](#)) are awarded a Certificate of Proficiency by the California State Board of Education. While some HSET preparation programs may issue “diplomas or certificates” of completion, these documents are not genuine high school equivalency credentials. There are various HSET preparation programs available for free through the California Adult Education Provider Directory. For more information see the [CDE](#) website.

Postsecondary Credential – An industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state or federal government, or an associate or bachelor’s degree qualify as postsecondary credentials. A recognized postsecondary credential is based on the attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills are generally based on standards developed or endorsed by employers or industry associations.

The following are types of recognized postsecondary credentials:

- Associate degree.
- Bachelor’s degree.
- Occupational licensure (e.g., Certified Nursing Assistant license).
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates.
- Occupational certification (e.g., Automotive Service Excellence certification).
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

Certificates awarded by Local Workforce Development Boards and work readiness certificates are not considered postsecondary credentials because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Certificates/credentials that provide general skills related to safety, hygiene, etc., even if such general skills are broadly

required to qualify for entry-level employment or advancement in employment, are not considered postsecondary certificates/credentials.

The following are examples of credentials/certificates that are not recognized as postsecondary credentials:

- Occupational Safety and Health Administration 10-hour course on job-related common safety and health hazards (OSHA 10)
- Microsoft Office, Customer Service, and/or General Office
- National Career Readiness Certification
- National Retail Federation Credentials
- ServSafe Food Handler's Certification
- Cardiopulmonary Resuscitation (CPR) Certification

Reporting Period – The timeframe in which performance data is reported. Many of the performance indicators are exit-based, so data cannot be reported until a participant exits the program. For further guidance on what performance indicators are reported during a reporting period, please refer to the PIRL Reporting Timelines under PIRL Resources on [DOL's website](#).

Performance Indicators

The WIOA strives to ensure federal investments in employment and training programs are evidence-based, data-driven, and accountable to participants and taxpayers. A way WIOA strives to accomplish this is by requiring the core programs to report on common performance indicators. Under the WIOA, all six core programs will report on the following indicators of performance:

- Employment Rate – 2nd Quarter After Exit
- Employment Rate – 4th Quarter After Exit
- Median Earnings – 2nd Quarter After Exit
- Credential Attainment*
- Measurable Skill Gains*
 - Educational Functioning Level
 - Secondary School Diploma
 - Transcript/Report Card
 - Progress Towards Established Milestones
 - Skills Progression (Passage of an Exam)
- Effectiveness in Serving Employers**
 - Retention with the Same Employer

*These performance indicators do not apply to Wagner-Peyser and JVSG.

**This performance indicator does not apply to TAA.

The standardization of WIOA indicators of performance introduces the ability to “share” performance across core and non-core programs, which enables multiple programs to take credit for co-enrolled participants. For example, if a participant is co-enrolled in Title I Dislocated Worker, and TAA programs, both programs can take performance credit for the recognized credential obtained from attending training funded by TAA. For Title I programs, subrecipient staff should enter performance information (i.e., credentials, MSG, etc.) received through other core programs into CalJOBS to ensure performance credit is received. Additionally, up to three Local Workforce Development Areas (Local Areas) can share performance for a participant that is co-enrolled across Local Areas.

Note – All performance measures (for both participants and employers) are quantified by the data that is entered into CalJOBS. Therefore, it is mandatory that all performance related data (i.e., activity codes, MSGs, credentials, etc.) are entered accurately.

The following provides the methodology for calculating each primary indicator of performance.

Employment Rate – 2nd Quarter (Q2) After Exit

The percentage of participants who are in unsubsidized employment (and/or education for Youth participants) during the second quarter after program exit.

1. Adult, DW, Wagner-Peyser, NDWG, JVSG, and TAA

The number of program participants who exited during the reporting period who are found to be employed, either through direct Unemployment Insurance (UI) wage record match or supplemental wage information, in the second quarter after exit (numerator) divided by the total number of program participants who exited during the reporting period (denominator). For example:

$$\frac{\# \text{ employed in Q2 after exit}}{\text{Total \# exited during reporting period}} = \text{Employment Rate Q2 After Exit}$$

2. Youth

The number of program participants who exited during the reporting period who are found to be employed, either through direct UI wage record match or supplemental wage information, or found to be enrolled in secondary education, postsecondary education, or occupational skills training in the second quarter after exit (numerator) divided by the total number of program participants who exited the program during the reporting period (denominator). For example:

$$\frac{\# \text{ employed or in education Q2 after exit}}{\text{Total \# exited during reporting period}} = \text{Employment Rate Q2 After Exit}$$

Youth who are in AmeriCorps or Job Corps programs in the second quarter after exit are counted as a positive in the numerator.

Note – With the exception of those who exited with an exclusionary exit or NDWG participants who only received disaster relief employment, all participants in all core and non-core programs are included in this indicator regardless of employment or education status at program entry.

Employment Rate – 4th Quarter (Q4) after Exit

The percentage of participants who are in unsubsidized employment (and/or education for Youth participants) during the fourth quarter after program exit.

1. Adult, DW, Wagner-Peyser, NDWG, JVSG, and TAA

The number of program participants who exited during the reporting period who are found to be employed, either through direct UI wage record match or supplemental wage information, in the fourth quarter after exit (numerator) divided by the total number of program participants who exited during the reporting period (denominator).

For example:

$$\frac{\text{\# employed in Q4 after exit}}{\text{Total \# exited during reporting period}} = \text{Employment Rate Q4 After Exit}$$

2. Youth

The number of program participants who exited during the reporting period who are found to be employed, either through direct UI wage record match or supplemental wage information, or found to be enrolled in secondary education, postsecondary education, or occupational skills training in the fourth quarter after exit (numerator) divided by the total number of program participants who exited the program during the reporting period (denominator). For example:

$$\frac{\text{\# employed or in education in Q4 after exit}}{\text{Total \# exited during reporting period}} = \text{Employment Rate in Q4 After Exit}$$

Youth who are in AmeriCorps or Job Corps programs in the fourth quarter after exit are counted as a positive in the numerator.

Note – With the exception of those who exited with an exclusionary exit or NDWG participants who only received disaster relief employment, all participants in all core and non-core programs are included in this indicator regardless of employment or education status at program entry.

Median Earnings – 2nd Quarter after Exit

The median earnings of program participants who are in unsubsidized employment during the second quarter after program exit.

The median earnings of participants who are found to be employed, either through direct UI wage record match or supplemental wage information in the second quarter after exit. To find the median wages in the second quarter after exit, place the total quarterly earnings of each participant in numerical order from lowest to highest and find the middle wage. To simplify, the example below will use values with no more than two digits:

12, 3, 5 becomes 3, 5, 12.

The middle digit is 5, therefore, the **Median** is **5**.

When there are an even number of values, place them in numerical order, find the **middle pair** of numbers, add them together, and then divide their total by 2. For example:

3, 13, 7, 5 becomes 3, 5, 7, 13.

The middle digits are 5 and 7, so $5 + 7 = 12 \div 2 = 6$, therefore the **Median** is **6**.

Note – The outcome for this measure is a dollar amount, not a percentage.

The following participants are excluded from the median earnings performance indicator:

- Participants who have exited and are not employed in the second quarter after exit.
- Participants who have exited a program and for whom earnings information is not yet available.
- Participants who have exited from a program and who have \$0 income in the 2nd quarter after exit.
- Participants who have exited and are in subsidized employment.
- Participants who have exited with an exclusionary exit.
- NDWG participants who received ONLY received disaster relief employment.

Credential Attainment

The number of participants enrolled in an education or training program (excluding On-the-Job Training [OJT] or customized training) who attain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent, during participation or within one year of program exit. For the Adult and Dislocated Worker program, the education or training program must be funded by a program that is included in Common Exit for the participant to be in the Credential Attainment measure. For the Youth program, any education or training program, regardless of funding source, puts the participant in the Credential Attainment measure.

1. Participants in Postsecondary

The number of participants who attained a recognized postsecondary credential during participation or within one year (365 days) of program exit (numerator) divided by the total number of participants who were enrolled in postsecondary education or training during program participation (excluding OJT or customized training) who have exited during the reporting period (denominator).

$$\frac{\# \text{ attained credential within time period}}{\text{Total \# exited who enrolled in education or training}} = \text{Credential Attainment}$$

2. Participants in Secondary

The number of Youth participants who obtain a secondary school diploma, or its recognized equivalent, during the program or within one year (365 days) after exit and who are either employed or enrolled in a postsecondary program leading to a recognized postsecondary credential within one year* of program exit (numerator) divided by the total number of participants who enrolled in an education or training program (excluding OJT or customized training) who exited during the reporting period (denominator).

$$\frac{\# \text{ attain diploma \textbf{and} employed or in education w/in time period}}{\text{Total \# exited who enrolled in education or training}} = \text{Credential Attainment}$$

*To be counted as a success in this indicator, the credential must be attained within 365 days of exit, whereas the employment can be in any of the four quarters after exit.

Title I Out-of-school Youth in one of the following are included in this indicator:

- Occupational Skills Training
- Education Offered Concurrently w/Workforce Preparation and Training
- Secondary or postsecondary school attendance school during participation
- Title II-funded Adult Education
- YouthBuild during participation
- Job Corps during participation

The following participants are **excluded** from this indicator:

- OJT-only participants
- Customized training-only participants
- Exclusionary exit participants
- NDWG participants who only received disaster relief employment

The successful completion of a training program does not mean a credential was attained. The participant must have completed the training, fulfilled all requirements to receive the credential (e.g., passage of credential exam), and provided credential verification.

Note – With the exception of those who exited with an exclusionary exit or NDWG participants who only received disaster relief employment, all participants in all core and non-core programs who are in an education or training program are included in this indicator regardless of employment or education status at program entry.

The State Plan calls for the production of one million industry-recognized credentials over the next 10 years. In alignment with the vision articulated in the State Plan, the ideal characteristics of a quality industry-recognized credential includes the following:

- Accessible — Affordable and readily available at places and times convenient for working adults.
- Transparent — Clearly articulated costs and prerequisites; an accurate picture of what skills, knowledge, and abilities are benchmarked by a given credential, and the value it carries in the labor market.
- Stackable — One of multiple manageable chunks that add up to a more substantial credential and do not require starting over at each new step.
- Portable — Transferable between firms, regions, and educational institutions.
- Meaningful — Has value in the labor market.
- Connected — Links to a job or an educational pathway.

The goal is for the workforce system will assess credentials based on the characteristics above.

Two tools are available to assist with determining if a training leads to an industry-recognized credential: [DOL's Post Secondary Credential Attainment Tool](#) and the EDD's Labor Market Information Division (LMID) [California Occupational Guides](#).

The LMID is the official source for California Labor Market Information by providing analyzed data on the state's labor force, industries, occupations, employment qualifications, employment projections, and wages. Utilizing resources provided by LMI assists with making an informed decision regarding a participant's career and educational choices. The LMID's California Occupation Guides tool on the EDD's [Labor Market Information](#) site enables an individual to research an industry and identify if a credential is required for employment. If a credential is required for employment, then that credential often qualifies for the credential attainment indicator.

Example steps to confirm valid credentials are as follows:

1. Select [Launch the California Occupational Guide](#) and then select “Search for Occupations.”
 - The Occupation Guide Welcome provides information and guidance on how to utilize the tool.
2. Search for and select an occupation’s profile (e.g., Certified Nursing Assistant [CNA]).
3. Navigate to “Entry Requirements” to determine if this occupation requires a credential (i.e., Recommended Education and/or Occupational Licenses) and to view other relevant information about the occupation.
 - For a CNA, the Recommended Education states “Certificate/Non-Degree” and the Occupational Licenses indicates that passing a Public Health Exam is required and includes a link to the California Department of Public Health’s website for more information. For this example, a certificate issued by the California Public Department of Public Health counts as a credential for the Credential Attainment measure.

Subrecipients are strongly encouraged to access EDD’s [California Occupational Guides](#) before determining if a credential and/or occupational certificate qualifies under the Credential Attainment indicator.

For a visual guide regarding this performance indicator, please see Attachment A - Credential Attainment Decision Path.

For more information on how to enter a Credential in the system, please see the *Guide to Entering a Credential and MSG* located in the Staff Online Resources section of CalJOBS.

Measurable Skill Gains

Measurable Skill Gains (MSGs) track a participant’s interim progress up to the end of the program year. Therefore, it is intended to capture important education or training progressions based upon “real time.” It is not an exit-based performance indicator, which enables subrecipients to track and report the progress and performance for participants while they are in the program.

For the MSG performance indicator, a new period of participation is counted each time a participant receives a training/education service during the PY (July 1 – June 30). A participant is included in the performance indicator even if they are enrolled late in the PY. Local Areas must not delay enrollment or services to participants. If the period of participation spans over multiple PYs, a new MSG must be calculated for each PY the participant is enrolled in an education or training program. For the Adult and Dislocated Worker program, the education or training program must be funded by a program that is included in Common Exit for the

participant to be in the measure. For the Youth program, any education or training program, regardless of funding source, puts the participant in the measure.

Subrecipients are required to document all MSGs during the PY that a participant is enrolled in education or training, regardless of whether the participant exits in the same PY. Participants must attain their skill goals by June 30 of each PY, but they can be documented and recorded as attained up until the state submits and certifies the annual report for the PY. An MSG can be added after exit, and if applicable, may be counted toward the previous PY. This requirement applies to each PY the participant is enrolled in an education or training program.

The five MSG types require documentation contingent upon the type of training or education for which the participant is enrolled. Participants may fall into one or more of the five skill gain types; however, the MSG type for Youth participants must be based on the Youth's individual service strategy, and the type of documentation that can be collected to verify the skill gained to meet the goal will determine the skill gain type. All MSGs that the participant earns must be documented and recorded (not just their most recent gain). While multiple MSGs can be attained in a PY, only the most recent MSG per period of participation per PY will be factored into the performance measure. The five MSG measures and their corresponding documentation are as follows:

1. *Educational Functioning Level*

Achievement of an increase of at least one educational functioning level for a participant receiving instruction below the postsecondary level.

- Compare educational functioning levels using a pre-test and post-test as described in [TEGL 10-16, Change 3](#).
 - Pre-tests may be provided up to six months prior to program entry so long as they are paid for through Youth funding or through a partner program.
 - The date of post-test must be within the PY and must be before the program exit date.
- Earned credits from an adult high school program that leads to a secondary school diploma or recognized equivalent.
 - Local Boards must work with the local school districts to determine what constitutes as an "earned credit."
- Exits program at the secondary level and enrolls in postsecondary education or training during the PY.
- A participant who passes a subtest on a State-recognized secondary school equivalency examination can also receive an EFL gain.

2. *Secondary School Diploma*

Achievement of a secondary school diploma or its recognized equivalent.

3. *Transcript/Report Card*

Secondary or postsecondary transcript or report card that documents the participant is meeting the state's academic standards outlined by the [CDE](#).

- Enrolled in secondary education: transcript or report card for one semester meeting the state's academic standards.
- Enrolled in postsecondary education: transcript or report card showing a completion of a minimum of 12 hours per semester, or for part-time students a total of at least 12 credit hours over two completed consecutive semesters during the PY, and showing that the participant is meeting the state's academic standards

4. *Progress Towards Established Milestones*

A satisfactory or better progress report from the OJT employer or training provider documenting progress of meeting established benchmarks. Milestones should be established in advance of the education or training program, or in advance of the program year being measured, to qualify as an "established milestone."

- Progress report showing the attainment of an established milestone from an employer or training provider within the reporting period.
- Documentation may vary as subrecipients should identify appropriate methodologies based upon the nature of services being provided, but the progress reports must document substantive skill development the participant has achieved. Examples include the following:
 - Training reports on milestones completed as the individual masters the required job skills, or steps to complete the training program.
 - Increase in pay resulting from newly acquired skills.
 - Increase in performance based on newly acquired skills.
 - Completion of a specific milestone of a registered apprenticeship program.

5. *Skills Progression (Passage of an Exam)*

Successful passage of a knowledge-based exam that is required to document the progression of trade or training-related benchmarks. Documentation may include the following:

- Passage of an exam in an occupational program.
- Employer-required knowledge-based exam.

- Passage of an occupational competency-based assessment.
- Completion test necessary to obtain a credential.

If there is documentation indicating the training/education curriculum includes the passage of an exam in order to earn a certificate of completion, then the certificate of completion is sufficient evidence to meet this MSG. However, if the participant will not complete the program in the PY, then documentation of the passed exam is necessary.

This indicator includes the number of participants who are in an education or training program that leads to a recognized postsecondary credential or employment and are achieving documented measurable skill gains (numerator) divided by the total number of participants who are in an education or training program that leads to a postsecondary credential or employment during the reporting period (denominator).

$$\frac{\text{\# in education or training and earned a MSG}}{\text{Total \# in education or training}} = \text{MSG}$$

All participants who are in a Title I Adult or Dislocated Worker funded training program and all In-School Youth (ISY) are included in the MSG indicator. Only Out-of-school Youth who are in one of the following are included in this indicator:

- Occupational Skills Training
- Secondary or postsecondary school attendance school during participation
- Title II-funded Adult Education at or above the 9th grade level
- YouthBuild during participation
- Job Corps during participation

Remember that OJT and customized training place participants in the MSG indicator, and work experience and transitional jobs do not place participants in the MSG indicator.

Note – With the exception of those who exited with an exclusionary exit or NDWG participants who only received disaster relief employment, all participants in all core and non-core programs who are in an education or training program are included in this indicator regardless of employment or education status at program entry.

For resources regarding this performance indicator, please see Attachment B - Measurable Skill Gains Decision Path.

For more information on how to enter an MSG in the system, please see the *Guide to Entering a Credential and MSG* located in the Staff Online Resources section of CalJOBS.

Retention with the Same Employer and Effectiveness in Serving Employers

The Retention with the Same Employer measure determines if WIOA core programs are serving the state’s employers by improving employee workforce skills and reducing employee turnover.

The state must report Retention with the Same Employer in the second quarter and fourth quarter after exit, and calculate it based on wage data for participants who are in the fourth quarter after exit. To be included in the calculation, a participant must have a wage record match with the same employer State Tax ID number for the second and fourth quarters after exit, or supplemental wages with the same Federal Employer Identification Number (FEIN) in the second and fourth quarters after exit.

The number of participants with wage data who exit during the reporting period and were employed by the same employer during the second and fourth quarters after exit (numerator) DIVIDED BY the total number of participants with wage records who exit and were employed during the second quarter after exit (denominator). For example:

$$\frac{\text{\# employed by same employer in Q2 \& Q4}}{\text{Total \# who exited and were employed in Q2 after exit}} = \text{Retention with Same Employer}$$

The Effectiveness in Serving Employers indicator is reported as a shared indicator across all core programs. The EDD will coordinate with Title II and Title IV to submit the state’s unduplicated, aggregated annual results for all six core programs.

ACTION:

Please bring this Directive to the attention of all WIB Subrecipients and WIB Staff.

INQUIRIES:

Please direct inquiries regarding this Directive to the WIB at (559) 713-5200.

Adam Peck
Executive Director

ATTACHMENTS:

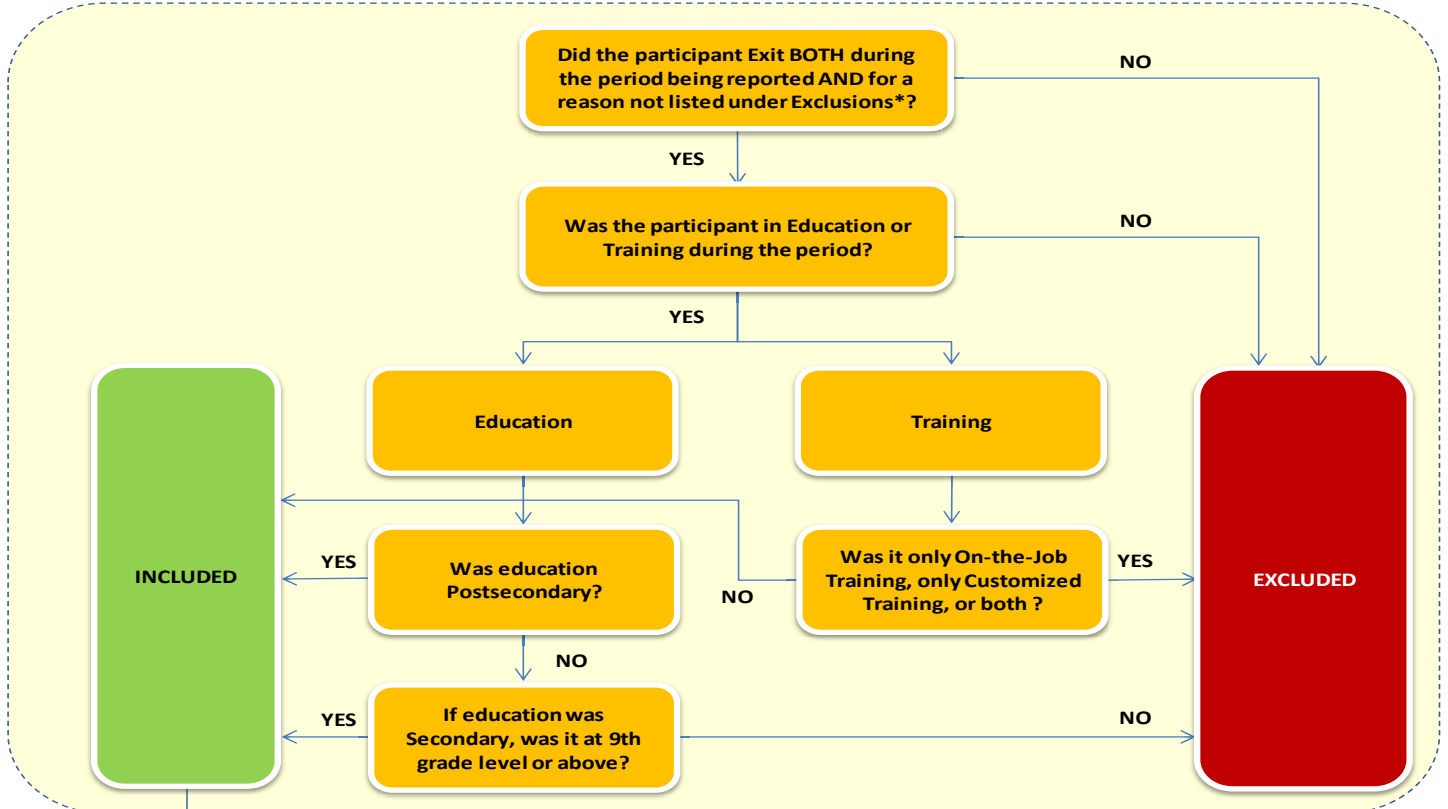
- Attachment A (Credential Attainment Decision Path)
- Attachment B (Measurable Skill Gains Decision Path)

The Workforce Investment Board of Tulare County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

WIOA Desk Reference

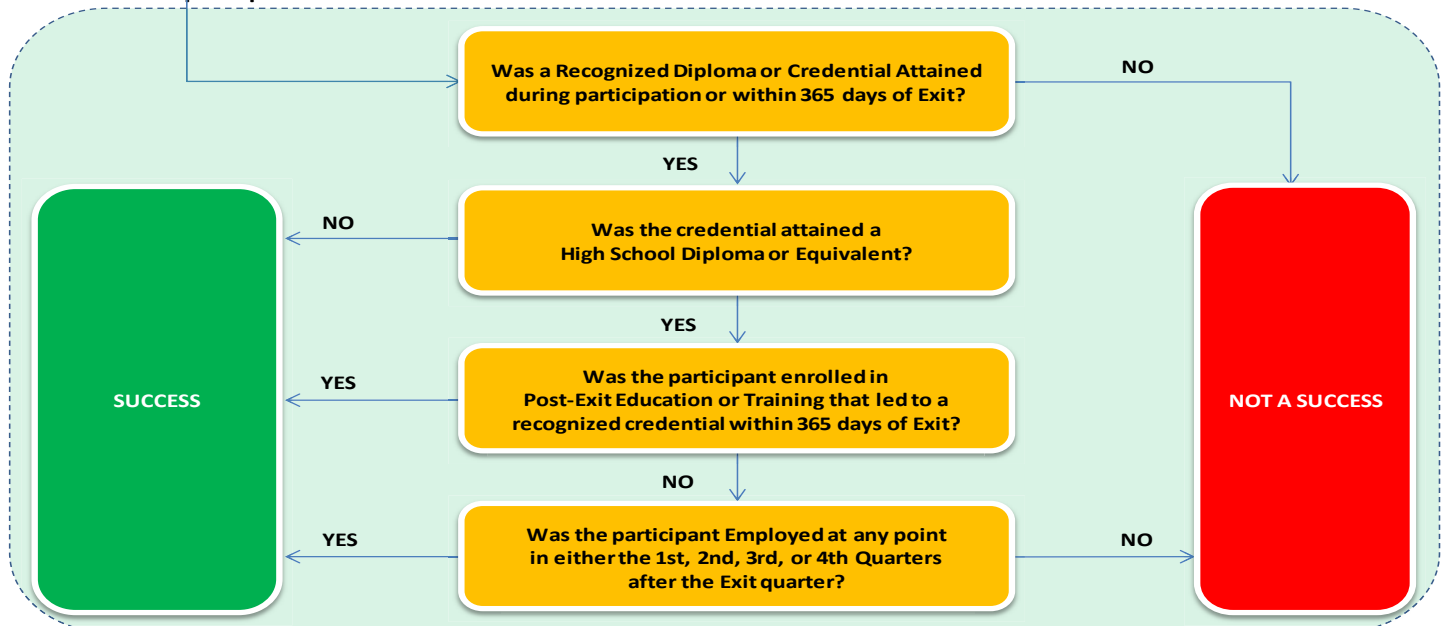
Credential Attainment Decision Path

Is the participant included in the denominator of the Credential Attainment indicator?



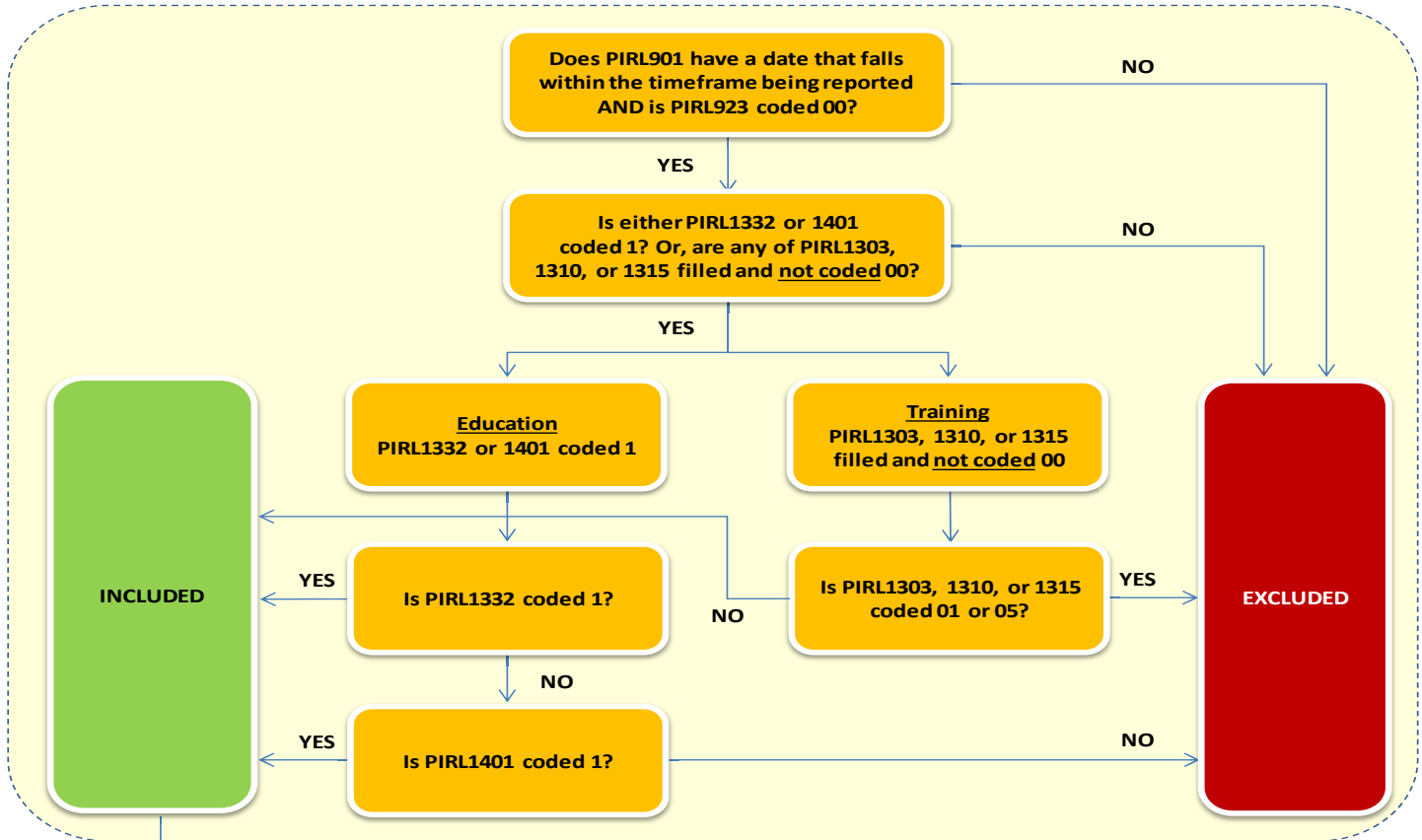
* Exclusions: foster care entry, VR ineligibility assessment, reservist entering active duty, criminal offense, institutionalization, health/medical issue, death

Is the participant counted as a successful outcome in the numerator of the Credential Attainment indicator?



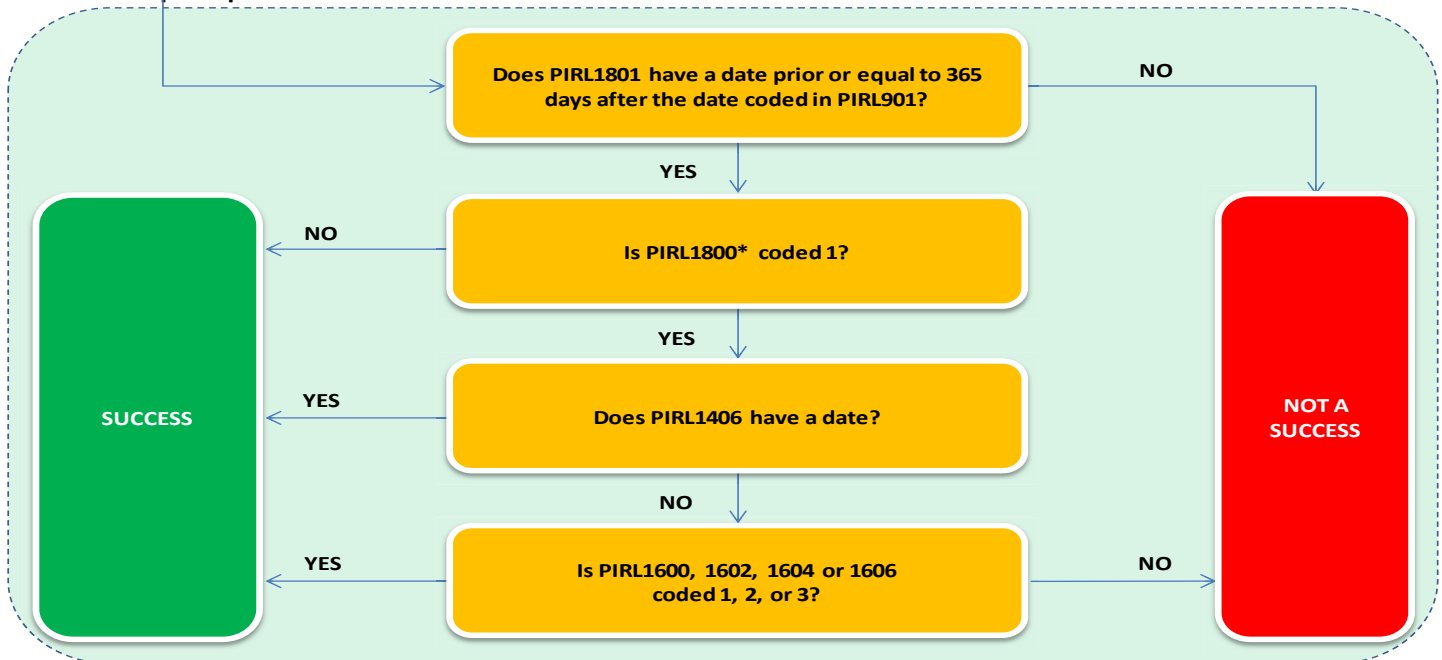
WIOA Desk Reference

Is the participant included in the denominator of the Credential Attainment indicator?



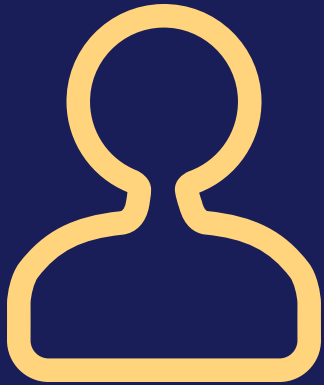
* Exclusions: foster care entry, VR ineligibility assessment, reservist entering active duty, criminal offense, institutionalization, health/medical issue, death

Is the participant counted as a successful outcome in the numerator of the Credential Attainment indicator?



* Note that PIRL1800 cannot be empty or coded "0" because the prior decision box (specifically the value in PIRL1801) documents the attainment of a credential





IS THE PARTICIPANT IN THE DENOMINATOR FOR THE MSG INDICATOR?

Is the participant enrolled, during the program year, in an education or training program that leads to an industry-recognized postsecondary credential or employment?

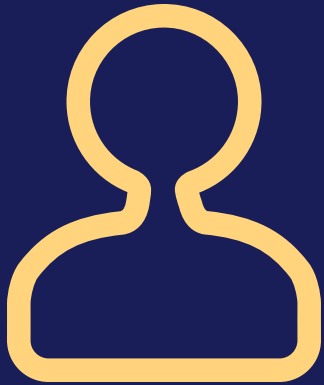
NO

No MSG required

YES

MSG REQUIRED!





EDUCATIONAL FUNCTIONING LEVEL (EFL)



**Is the participant,
during the program
year, enrolled in
education program
that provides
instruction below the
postsecondary level?**

NO

This MSG doesn't
apply.
Try a different MSG.

YES

Participant achieved an
EFL gain in one of the
following three ways?

1. Pre-test vs. post-test.
2. Adult high school program credits.
3. Exits below postsecondary and enrolls in postsecondary during PY.

EFL does not apply.
Try a different MSG.

NO

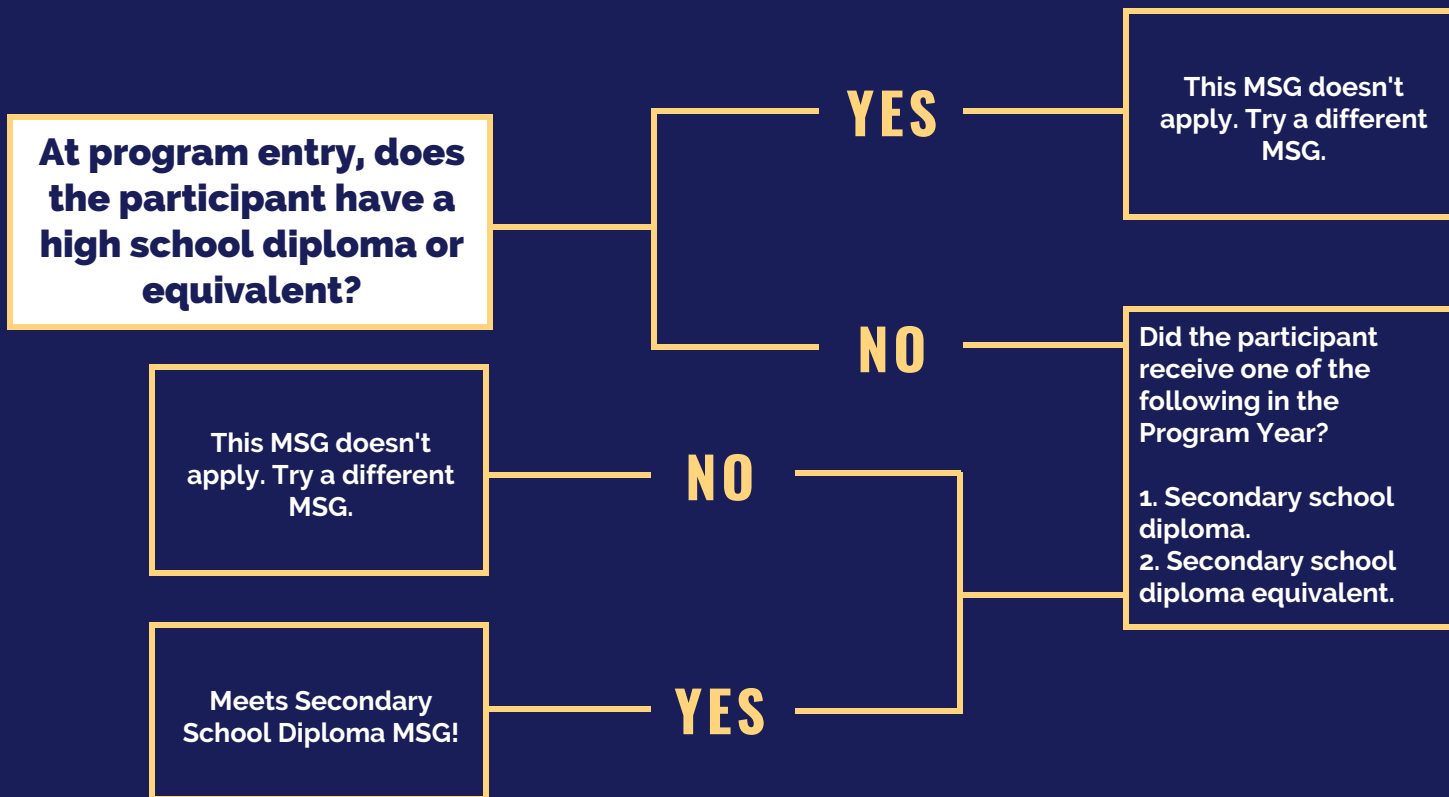
Meets EFL MSG!

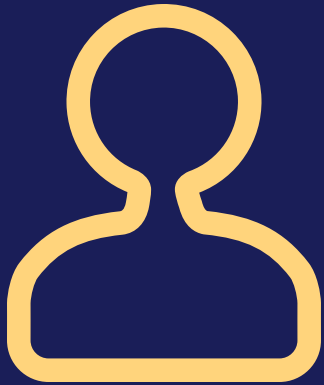
YES



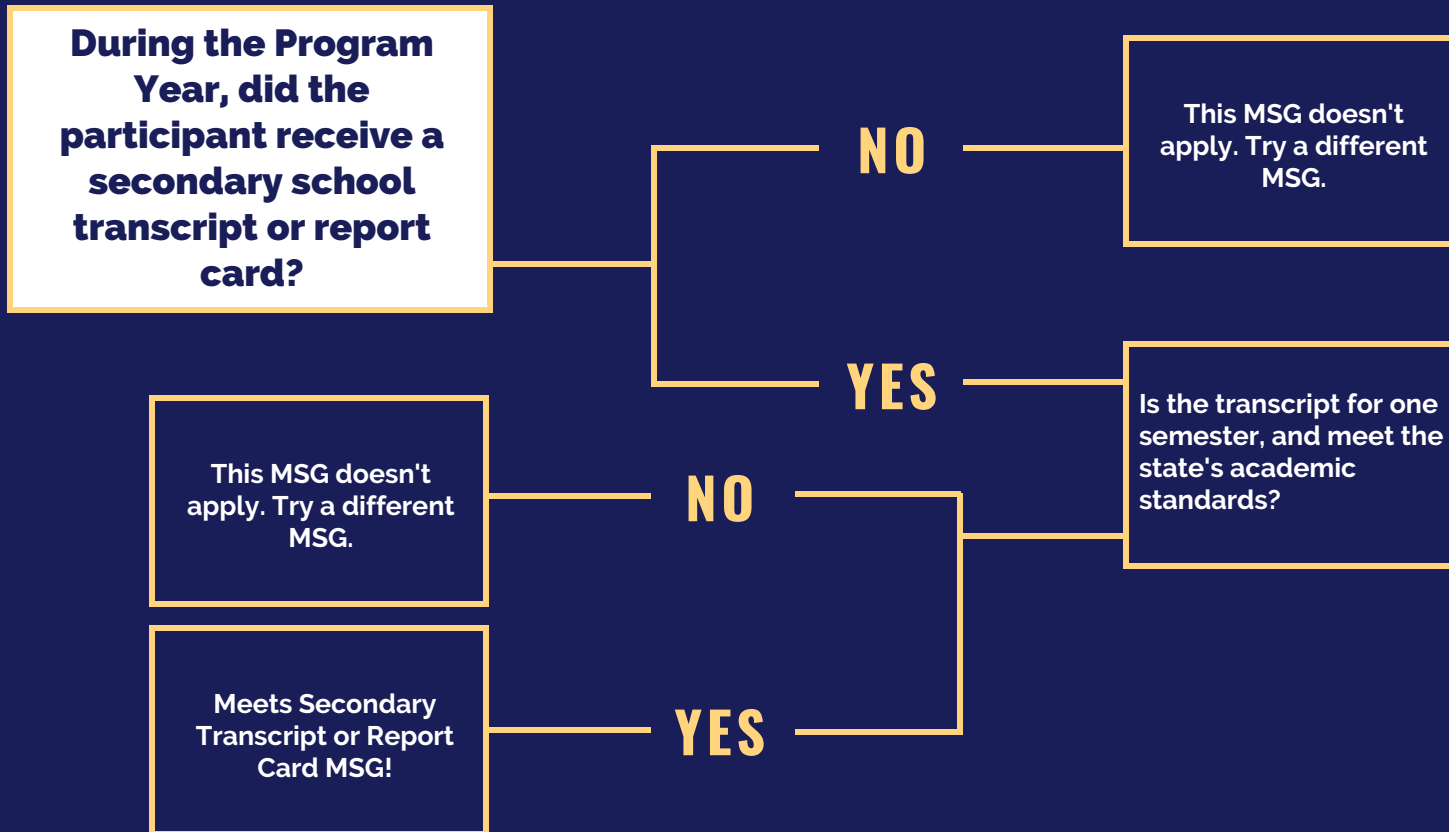


SECONDARY SCHOOL DIPLOMA

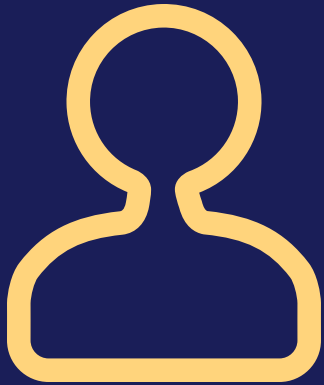




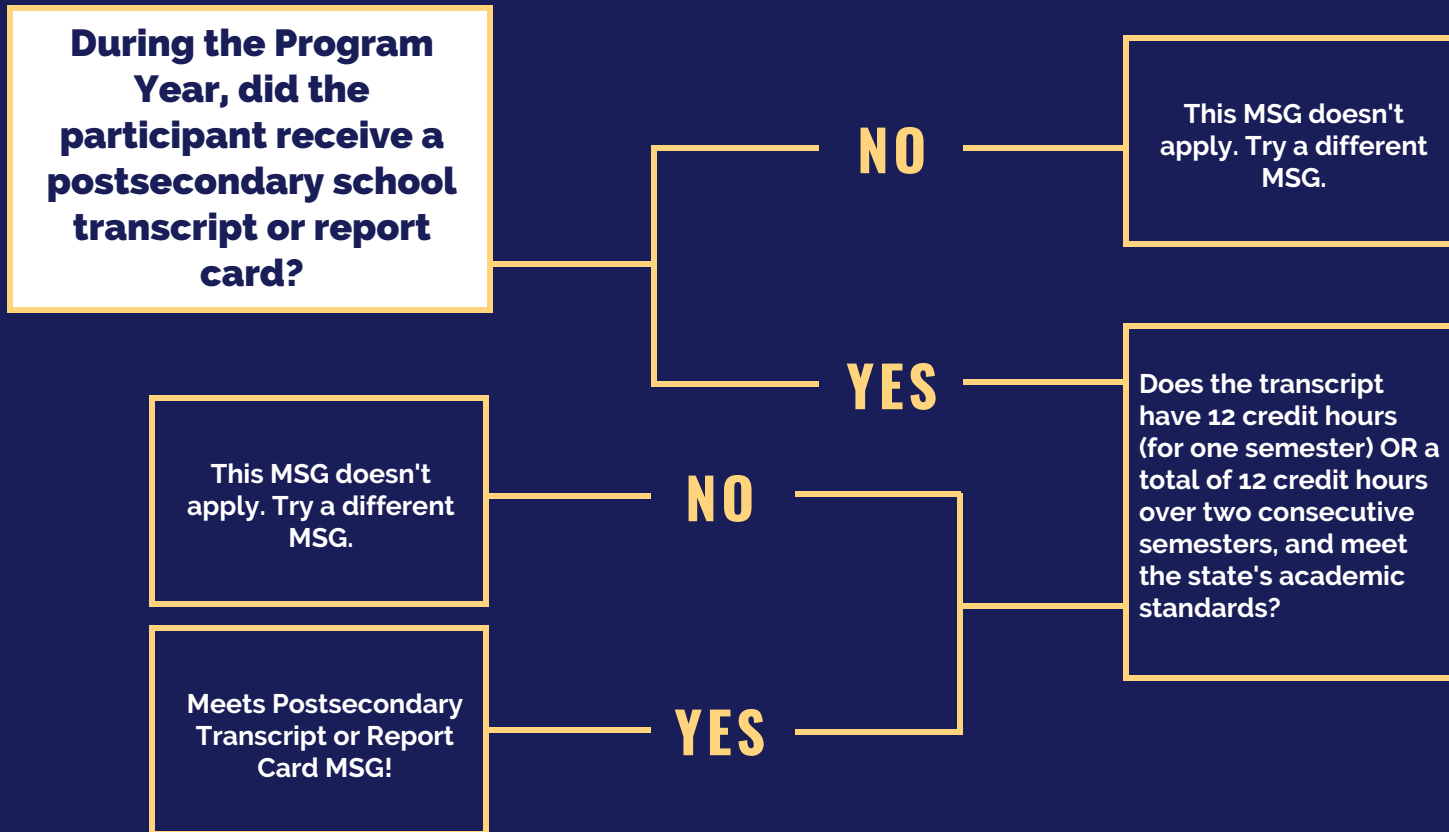
SECONDARY SCHOOL TRANSCRIPT OR REPORT CARD*



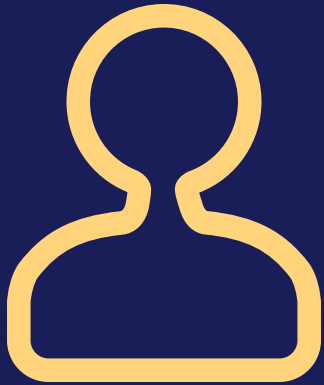
*For Postsecondary Transcript or Report Card, see next page.



POSTSECONDARY SCHOOL TRANSCRIPT OR REPORT CARD*



*For Secondary Transcript or Report Card, see previous page.



TRAINING MILESTONE



During the Program Year, is the participant enrolled in a postsecondary education or training program?

NO

This MSG doesn't apply. Try a different MSG.

YES

Did the participant receive one of the following?

1. Training reports on milestones completed as the participant masters the required job skills, or steps to completed an OJT or apprenticeship program.
2. Increase in pay resulting from newly acquired skills.
3. Increase in performance based on newly acquired skills.
4. Completion of one year of a registered apprenticeship program.
5. Progress defined by the Local Area in policy.

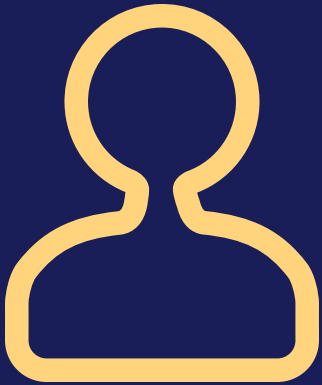
This MSG doesn't apply. Try a different MSG.

NO

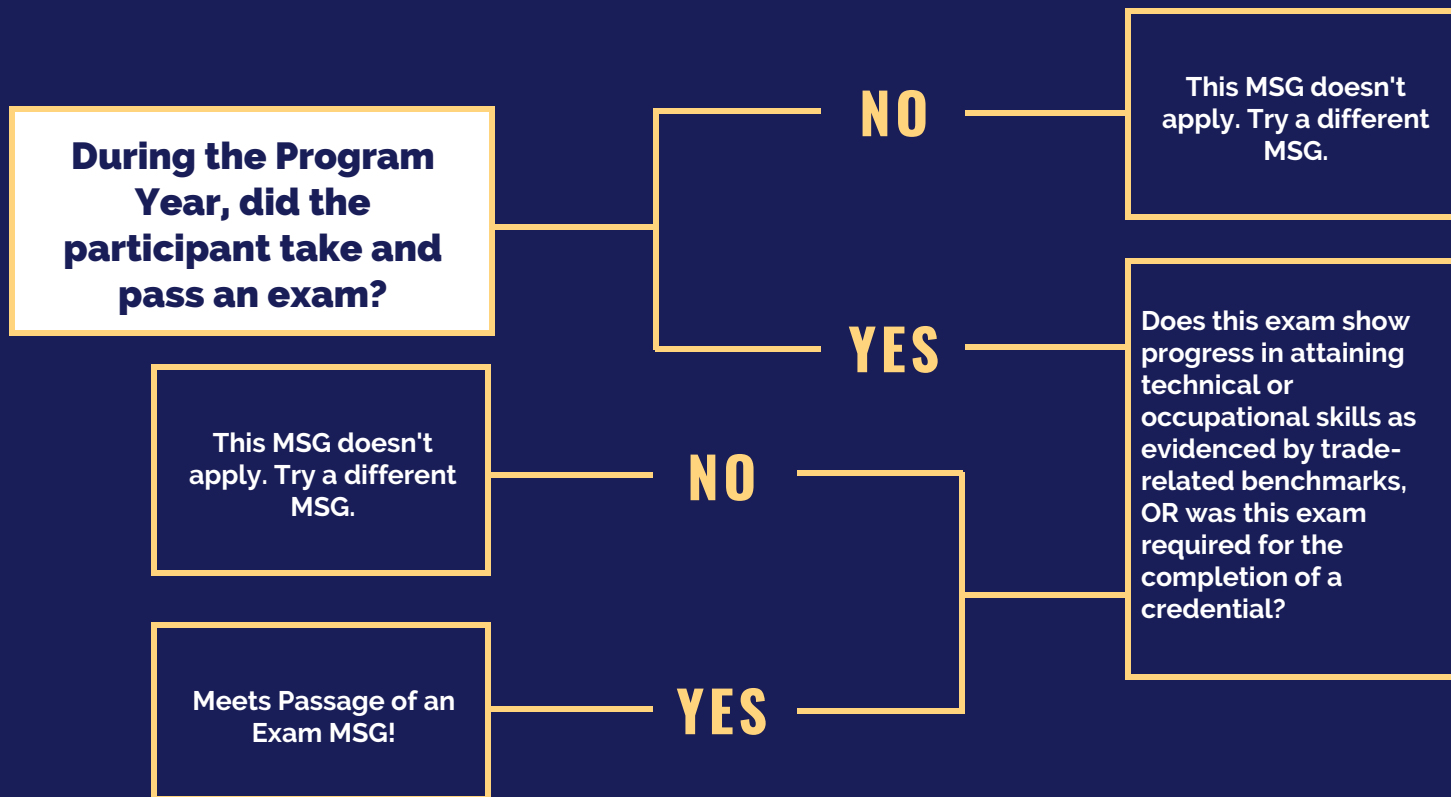
Meets Training Milestone MSG!

YES





PASSAGE OF AN EXAM





INTEROFFICE MEMORANDUM

TO: David McMunn, Deputy Director of Administration

FROM: Jamie Yang, Workforce Development Analyst

DATE: February 26, 2025

SUBJECT: WIB Directive TUL 25-02 CalJOBSSM Activity Codes

Item	Comments
Agenda Date	WIB Meeting – Wednesday, March 12, 2025
Request	Approve WIB Directive TUL 25-02 CalJOBS SM Activity Codes.
Summary	<p>This Directive is in response to EDD Directive WSD 24-05, CalJOBS Activity Codes.</p> <p>The WIB Directive WIB Directive TUL 25-02, CalJOBSSM Activity Codes, was issued for a 30-day comment period. Two public comments were received and resolved during the comment period ending on March 7, 2025. One change to the directive was made in result of the comments to include WIOA 15 discretionary fund.</p> <p>This policy provides guidance and establishes the procedures for using CalJOBS activity codes.</p> <p>The WIOA provides a workforce system that delivers career and training services throughout California at America’s Job Centers of CaliforniaSM (AJCC). Given the critical importance of the workforce system, its performance at the local, state, and federal levels is crucial. Consistent, accurate performance reporting allows the workforce system to assess its effectiveness, make data-informed improvements, be accountable to taxpayers, and, ultimately, support vibrant communities, businesses, and families throughout the nation. The use of activity codes has a direct relationship to federal reporting and WIOA performance indicators and should be evaluated closely to ensure the service provided aligns with the definition of the activity code selected for entry into CalJOBS.</p>
Fiscal Impact	None
Alternatives	There are no alternatives, as this is a State requirement.
Involvement of Other Organizations	All WIB Staff and WIB Subrecipients must comply with this policy.



DIRECTIVE

Workforce Investment Board of Tulare County

Date: March 12, 2025

TUL 25-02 CalJOBSSM Activity Codes

EXECUTIVE SUMMARY:

This policy provides guidance and establishes the procedures for using CalJOBS activity codes. This policy applies to all staff who input data into CalJOBS for the following programs: Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth, National Dislocated Worker Grant (NDWG), and any other workforce grant utilizing CalJOBS, and is effective immediately.

This Directive contains WIB and State-imposed requirements. ***WIB-imposed requirements are in bold italics.***

REFERENCES:

- WIOA (Public Law [113-128](#)) Sections 129 (b)(2) and 134 (a)(3)(C)(2)
- Training and Employment Guidance Letter (TEGL) [10-16](#), Change 3, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs (September 15, 2022)
- TEGL [21-16](#), Change 1, Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance (July 30, 2021)
- TEGL [14-18](#), Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL) (March 25, 2019)
- TEGL [19-16](#), Guidance on Services provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act (WIOA) and The Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules (March 01, 2017)

- Training and Employment Notice (TEN) [19-22](#), Change 1, Reporting Training in the U.S. Department of Labor’s (DOL) Participant Individual Record Layout (PIRL) (February 27, 2023)
- DOL-only Performance Accountability, Information, and Reporting System – Office of Management and Budget Control No. [1205-0521](#), Participant Individual Record Layout (PIRL) (PDF)
- Workforce Services Directive (WSD) [19-05](#), Monthly and Quarterly Financial Reporting Requirements (December 4, 2019)
- WSD [18-02](#), Data Change Request Form Procedure (July 31, 2018)
- WSD [24-05](#), CalJOBSSM Activity Codes (October 10, 2024)
- Internal Administrative Notice IAN 19-014, RESEA Technical Assistance Guide (January 27, 2020)
- WIB Directive TUL [24-04](#), Stipends and Incentives Directive (September 11, 2024)
- WIB Directive TUL [22-04](#), Performance Guidance (September 14, 2022)
- WIB Directive TUL [23-04](#), WIB WIOA Eligible Training Provider List Policy and Procedures (November 8, 2023)
- WIB Directive TUL [19-04](#), Pathway to Services, Referral, and Enrollment (August 14, 2019)
- WIB Directive TUL [20-03](#), WIOA Youth Program Requirements (April 8, 2020)
- WIB Directive TUL [17-02](#), WIOA Title I Adult, Dislocated Worker, and Youth Supportive Services Policy (August 9, 2017)
- WIB Directive TUL [19-06](#), WIOA Title I Adult and Dislocated Worker Follow-up Services (November 13, 2019)

BACKGROUND:

The WIOA provides a workforce system that delivers career and training services throughout California at America’s Job Centers of CaliforniaSM (AJCC). Given the critical importance of the workforce system, its performance at the local, state, and federal levels is crucial. Consistent, accurate performance reporting allows the workforce system to assess its effectiveness, make data-informed improvements, be accountable to taxpayers, and, ultimately, support vibrant communities, businesses, and families throughout the nation. The public workforce development system evaluates performance in the following areas:

- Individual program participants’ employment and earnings.
- Individual program participants’ skill gains and credentials attained.
- Effectiveness in serving employers.

While certain services, such as information on other programs or services, may not trigger inclusion in performance, it is critical that all services are captured and reported to the Department of Labor (DOL). It's important to note that the Wagner-Peyser program provides vital self-service and informational services that result in the program having a high percentage of reportable individuals. Even though these individuals are not included in the performance accountability calculations, the DOL strongly supports these services.

The use of activity codes has a direct relationship to federal reporting and WIOA performance indicators and should be evaluated closely to ensure the service provided aligns with the definition of the activity code selected for entry into CalJOBS. For more information on the performance measures, refer to Performance Guidance (WSD24-07).

While federal requirements may not apply to state-funded initiatives, the definitions for the CalJOBS activity codes provided in this policy must be used.

POLICY AND PROCEDURES:

To provide consistent and accurate reports, workforce staff are required to capture information on all individuals and employers served, and the services provided to them; this includes individuals served only with self-service activities. ***All WIOA Title I, NDWG, and any other workforce or WIB grant utilizing CalJOBS are required to enter data via the CalJOBS system within a 20-day period from when the activity occurred or the 10th day of the following month, whichever occurs first.*** These services are tracked using CalJOBS activity codes and can be applied to an individual or employer account. This policy provides a description of the various service types, how to document a service funded by multiple funding streams, descriptions and guidance for common activity code fields, and the resources available when entering activity codes into CalJOBS.

Service Types for Individuals

The services offered to individuals and employers through the workforce system are grouped into distinct service types or reporting categories. Some service types or reporting categories require verification of authorization to work. Please see [WIB Directive TUL 19-04](#) Pathways to Services, Referral, and Enrollment or the most recent directive for more information on the requirements surrounding authorization to work.

The following outlines the service categories (reporting categories) for individuals.

Basic Career Services

Basic career services are universally accessible and must be made available to all individuals (excluding Youth participants) seeking employment and training services. Generally, these

services involve less staff time and involvement and can be broken down into two categories: self-service and staff-assisted.

- **Self-Service** – Self-service basic career services, including information-only services or activities, occurs when individuals independently access the workforce development system information and activities with very little to no staff assistance. This can be done in either a physical location, such as an AJCC resource room or partner agency, or remotely via the use of electronic technologies. Self-service activities do not extend the date of exit in performance reporting.

Self-service does not uniformly apply to all virtually accessed services. For example, virtually accessed services that provide a level of support beyond independent job or information seeking on the part of an individual would not qualify as a self-service. Self-Service activity codes provided by Wagner-Peyser or JVSG staff must be recorded in CalJOBS under the Registered Individual customer group in the Title III – Wagner-Peyser application. It is up to each Local Area to determine if self-service activities will be recorded in CalJOBS using the Registered Individual customer group in the Title III – Wagner-Peyser application or the Title I – Workforce Development application.

Individuals with only the Registered Individual eligibility are not in performance, but all individuals and their services are reported to the DOL in the WIOA quarterly and annual federal reports.

- **Staff-Assisted** – Staff-Assisted basic career services are basic career services other than self-service. Staff-Assisted services extend the date of exit in performance reporting.

Individualized Career Services

Individualized career services must be provided to participants (excluding Youth participants) after staff determine that such services are required to retain or obtain employment. Generally, these services involve significant staff time and customization to each individual's needs.

Individualized career services include services such as: specialized assessments, developing an individual employment plan, counseling, work experiences (including transitional jobs), etc.

Individualized career services extend the date of exit in performance reporting.

Youth Services

Instead of basic and individualized career services, the Title I Youth program has 14 youth program elements with various corresponding services. This policy refers to these services as youth services or youth training services. Please see the Training Services and Youth Training Services section below for additional information on youth training services and see [WIB](#)

[Directive TUL 20-03](#) WIOA Youth Program Requirements or the most recent directive for more information on the 14 youth program elements.

Youth services are only available for eligible youth between ages 14-24. Both the CalJOBS Objective Assessment (412) and Development of Individual Employment Plan (413) activity codes must be provided to a Youth prior to receiving further youth services. The Objective Assessment (412) and Development of Individual Employment Plan (413) activity codes do not create participation in the program and thus do not trigger the exit clock. For additional information on the definition of a participant for the Youth program, please see [WIB Directive TUL 22-04](#) Performance Guidance or the most recent directive.

There are several unique differences with youth services that should be noted:

- After eligibility determination and the completion of an Objective Assessment (412) and Individual Employment Plan (413), all youth services (except follow-up services) trigger participation and extend the exit clock.
- Case management is the act of connecting youth to appropriate services and not a program element. Case managers providing case management should not be reported as one of the 14 youth program elements.
- On-the-job training is considered a work experience (not training).
- Entrepreneurial training is not considered a training service.

Training Services and Youth Training Services

Training services can be critical to the employment success of many participants. Training services include the following:

- On-the-Job Training (does not include Youth)
- Skill Upgrading
- Entrepreneurial Training (does not include Youth)
- Adult Basic Education (ABE) or English as a Second Language (ESL) (contextualized or other) in conjunction with training
- Customized Training
- Occupational Skills Training and Youth Occupational Skills Training
- Prerequisite Training
- Registered Apprenticeship
- Other Non-occupational Skills Training
- Job Readiness Training in conjunction with other training

Since WIOA has no sequence of service requirement, staff may determine training services are appropriate regardless of whether the individual has received basic or individualized career services first. However, it is a best practice for non-Youth programs that an Individual Employment Plan (IEP) is created prior to placing an individual into a training program. Under WIOA, training services may be provided if the staff determines after conducting an interview, an evaluation, or assessment, and career planning, that the individual meets the following criteria:

- Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone.
- Has the skills and qualifications to successfully participate in the selected program of training services.
- Is unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as state-funded training funds or federal Pell Grants established under Title IV of the Higher Education Act of 1965, or requires WIOA assistance in addition to other sources of grant assistance, including federal Pell Grants.
- Is a member of a worker group covered under a petition filed for TAA and is awaiting a determination. If the petition is certified, the worker may then transition to TAA approved training. TAA requires that the participant receives an IEP (Activity Code 205) prior to enrolling them in TAA training service activity codes. If the petition is denied, the worker will continue training under WIOA.
- Is determined eligible in accordance with the state and local priority system in effect for adults under WIOA sec. 134(c)(3)(E) if training services are provided through the Adult funding stream.
- Selected a program of training services that is directly linked to the employment opportunities in the Local Workforce Development Area (Local Area) or the Regional Planning Unit, or in another area to which the individual is willing to commute or relocate.

Per Monthly and Quarterly Financial Reporting Requirements ([WSD19-05](#)), Title I recipients and subrecipients are required to follow the accrual basis of accounting. Therefore, training funds must be obligated prior to the start of a training service. Training services must be funded either through an Individual Training Account (ITA) or through a direct training contract. Training services must be provided via an ITA with an Eligible Training Provider, except in the following situations:

- WIOA 15 percent Governor's Discretionary funded training service.

- Adult or Dislocated Worker funded:
 - On-the-Job Training.
 - Customized Training.
 - Incumbent Worker Training.
 - Local Board Determination Training.
- Youth funded training service.
 - Out-of-school youth, ages 16 to 24, can (but are not required to) utilize an ITA.
 - In-school youth cannot use an ITA unless the ITA is funded by another funding stream.

WIOA 15 percent Governor’s Discretionary Fund and non-WIOA grant recipients and subrecipients should follow the requirements of their grant. For more guidance on WIOA 15 percent funds, please see WIOA 15 Percent Governor’s Discretionary ([WSD23-04](#)). For more guidance on the Eligible Training Provider List, refer to [WIB Directive TUL 23-04](#) ETPL Policy and Procedures or the most recent directive.

For Adult and/or Dislocated Worker participants, a training service activity code should only be added to the participant’s application if funds from one of the programs included in common exit are used to pay the cost of the training (in whole or in part), in addition to one of the following:

- The funds are paid via an ITA directly to the training provider.
- The funds are paid via a training contract for Incumbent Worker Training, Customized Training, On-the-Job Training, or other authorized exceptions for the use of an ITA.

If the training service is funded by a program that is not tracked in CalJOBS (e.g., Community College, Department of Rehabilitation, etc.) and an ITA or a direct contract with the training provider is not utilized to cover any portion of the total cost of training, a training service activity code should not be entered into CalJOBS. In this scenario, the use of activity code Placed in State and Local Training (non-TAA, non-WIOA) (313) should be entered into CalJOBS. This code is a basic career service (staff-assisted) and has a duration of one day. If staff would like to track the start and end date of the training, activity code Tracking for Non-WIOA Training (315) can also be used. Tracking for Non-WIOA Training (315) is only used for housekeeping purposes and does not restart the exit clock. Note that these two activity codes do not place the participant in the Credential Attainment or Measurable Skill Gains (MSG) performance measures. For more information on programs included in common exit, please refer to [TUL 22-04](#) Performance Guidance or the most recent directive.

For Youth participants who enter an education or training program during participation in the program, all training services (regardless of funding source) must be tracked using a training service activity code.

CalJOBS training activity codes do not have a set duration to allow for them to be open for the entirety of the training program. Multiple training service activity codes should not be entered due to gaps of time between instruction in the same training program (i.e., semester courses). New training service activity codes should only be added to the participant's application in the following, limited circumstances:

- A new program of study is started.
- Development of a new occupational goal accompanied with meaningful modifications to the participant's training plan.
- Start of a new program of study after an initial training has been completed.
- Concurrent programs of study with different training types.

Training services extend the date of exit in performance reporting. Detailed case notes must be maintained to document the participant's progress in the training program. To ensure training activity codes have an accurate Actual End Date, staff should check with the training provider each month to ensure participants are still in the training program. If not able to check monthly, staff must check at least quarterly.

Supportive Services

Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and/or training services. Supportive services may be made available to any participant in Title I career or training activities that is unable to obtain supportive services through other programs providing such services.

Title I Adult, Dislocated Worker, and Youth participants must be participating in staff-assisted basic career services, individualized career services, training services, and/or youth services to continue to receive supportive services. Supportive services should be funded by a funding stream that the individual is already a participant in.

Supportive services can be utilized to support a participant's participation in services not funded by the program if the service aligns with the participant's overall employment goals as outlined in their employment plan. For example, if a participant is attending Community College tuition-free as a result of the Promise Grant, and the Local Area does not utilize an ITA to fund the other costs associated to training, but does provide assistance with purchasing books, this is considered a supportive service (not a training service). Additionally, since the TAA and Wagner-Peyser programs cannot provide supportive services, if a participant needs supportive services,

they must be provided through Title I. Supportive services, other than youth services, do not extend the date of exit for performance accountability purposes.

Local Areas, in consultation with the AJCC partners and other community service providers, must develop a policy on supportive services that ensures there is resource and service coordination in the Local Area. At a minimum, the policy should address the following:

- Procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources.
- Establish limits on the provision of supportive services or provide the AJCC with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to a participant. Policies may also allow AJCCs to grant exceptions to these limits.
- Ensures that supportive services are WIOA-funded only when these services are not available through other agencies and that the services are necessary for the individual to participate in Title I activities.

Supportive services must be entered in CalJOBS and tracked based on Local Area policy, if applicable. Supportive services must be in conjunction with another program-funded staff-assisted basic career service, individualized career service, training service, and/or youth service. To add a supportive service activity code in CalJOBS, the activity code for the staff-assisted basic career service, individualized career service, training service, and/or youth service must be entered first and be open. ***For more information on supportive services, refer to WIB Directive [TUL 17-02](#) WIOA Title I Adult, Dislocated Worker, and Youth Supportive Services Policy or the most recent directive.***

WIOA 15 percent Governor's Discretionary Fund and non-WIOA grant recipients and subrecipients should follow the requirements of their grant.

Follow-up Services

Follow-up services are critical services provided to help ensure the individual is successful in employment and/or postsecondary education and training. Follow-up services can only be provided if it is expected that the participant will not receive any further services other than follow-up from any program included in common exit. The types of follow-up services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. The following outlines the program-specific requirements for follow-up services:

- For Adult and Dislocated Worker participants, the opportunity to receive follow-up services must be offered to all participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment unless the participant declines to

receive services or they cannot be located. The purpose of follow-up services should be to help the participant to be successful in employment and/or postsecondary education and training.

- For Youth participants, the opportunity to receive follow-up services must be offered to all participants for one year after exit from the program unless the participant declines to receive services, or they cannot be located.

Follow-up services must include more than only a contact attempt, or a contact made for securing documentation to report a performance outcome. The provision of follow-up services does not extend the date of exit and does not trigger re-enrollment in the program.

WIOA Title I recipients and subrecipients must establish policies that define what are appropriate follow-up services, as well as policies for identifying when to provide follow-up services to participants. Supportive services may be provided during follow-up. ***For more information on follow-up services, refer to WIB Directive [TUL 19-06](#) WIOA Title I Adult and Dislocated Worker Follow-up Services or the most recent directive.***

Housekeeping

These activity codes are used for tracking purposes. This category is not reportable to the DOL.

Co-funded Services

CalJOBS collects data for services funded by the following funding streams under the Title I WIOA application:

- Formula funds (e.g., Title I Adult, Dislocated Worker, and Youth)
- 15% Governor's reserve funds (i.e., Statewide Adult, Statewide Dislocated Worker, and Statewide Youth)
- Statewide Rapid Response Additional Assistance
- National Dislocated Worker Grant
- Non-WIOA Special Grant
- Local Funded Grant

Title I recipients and subrecipients may choose to leverage resources and fund a single service with more than one funding stream. For example, a Local Area may fund a participant's occupational skills training program with funds from the Title I Youth and Adult programs. Recipients and subrecipients of non-WIOA grants, should reach out to their Project Manager on the allowability of co-funding services. While more common with a training service, any service type can be co-funded.

Duplicate activity codes should not be entered into CalJOBS for the same service. Since CalJOBS does not allow multiple funding streams to be attached to one activity code, the following

outlines how to document the activity codes in CalJOBS to ensure the service is reported appropriately to the DOL (not duplicated or omitted from a funding stream):

1. If the individual is already a participant (i.e., eligibility is completed and received a participant-level service) in each program's funding stream that is co-funding the service:
 - a. Add the appropriate activity code and associate it to any of the funding streams funding the service.
 - i. If co-funding WIOA funds with a non-WIOA grant, the activity code must be associated to a WIOA funding stream.
 - b. Then, add activity code 010 Tracking Co-funded Services and associate it to the other funding stream funding the service.
 - i. If there are more than two funding streams co-funding the service, then multiple activity code 010s should be entered for each funding stream. A case note must be added to indicate which activity was co-funded by which funding streams.

The following is an example:

An individual has eligibility completed for the Adult program and received a 205 Development of an IEP funded by Adult formula funds and a 203 Objective Assessment funded by Adult Statewide 15% funds.

The participant is then enrolled in Occupational Skills Training that is co-funded by both Adult formula and Adult Statewide 15% funds. Since the individual is already a participant in both funding streams, activity code 300 Occupational Skills Training (Approved ETPL Provider) must be added and can be associated to either Adult formula or Adult Statewide 15% funding streams.

In this instance, if the 300 Occupational Skills Training (Approved ETPL Provider) activity code is associated to Adult formula funds, then activity code 010 Tracking Co-funded Services is added and must be associated to Adult Statewide 15% funds.

2. If the individual **does not** already have a participant-level service associated to each funding stream that is co-funding the service, do the following:
 - a. Add the appropriate activity code and associate it to the funding stream where there is not a participant-level service.
 - i. If co-funding WIOA funds with a non-WIOA grant, the activity code must be associated to a WIOA funding stream.
 - b. Then, add activity code 010 Tracking Co-funded Services and associate it to the other funding stream(s) funding the service.
 - i. If there are more than two funding streams co-funding the service, then multiple activity code 010s should be entered for each funding stream. A

case note must be added to indicate which activity was co-funded by which funding streams.

The following is an example:

An individual has eligibility completed for the Dislocated Worker program and received a 205 Development of an IEP funded by Dislocated Worker formula funds. The participant has also been determined eligible for a Statewide Rapid Response Additional Assistance grant but has not received any services funded through that grant.

The participant is then enrolled in on-the-job training that is co-funded by both Dislocated Worker formula and Statewide Rapid Response Additional Assistance grant funds. Since the individual is already a participant in the Dislocated Worker formula funding stream, activity code 301 On-the-Job Training must be added and associated to the Statewide Rapid Response Additional Assistance grant.

Then activity code 010 Tracking Co-funded Services is added and must be associated to Dislocated Worker formula funds.

3. If the individual is being provided a co-funded Supportive Service, the individual must already be a participant (i.e., eligibility is completed and received a participant-level service) in each program's funding stream that is co-funding the Supportive Service:
 - a. Add the appropriate activity code and associate it to any of the funding streams funding the service.
 - i. If co-funding WIOA funds with a non-WIOA grant, the activity code must be associated to a WIOA funding stream.
 - b. Then add activity code 010 Tracking Co-funded Services and associate it to the other funding stream funding the service.
 - i. If there are more than two funding streams co-funding the service, then multiple activity code 010s should be entered for each funding stream. A case note must be added to indicate which activity was co-funded by which funding streams.

The following is an example:

An individual who has eligibility for the Youth program, received 412 Objective Assessment, 413 Development of an IEP, and 428 Youth On-the-Job Training funded by the Youth program. The individual also has eligibility completed for the Adult program and received a 102 Initial Assessment funded by Adult formula funds.

The participant is provided a supportive service for transportation assistance funded by both Adult and Youth formula funds. Since the individual already received a participant

level service funded by both the Adult and Youth formula funds, the Supportive Service activity code must be added and can be associated to either Adult or Youth formula funding streams.

In this instance, if the 181 Supportive Service: Transportation Assistance activity code is associated to Adult formula funds, then activity code 010 Tracking Co-funded Services is added and must be associated to Youth formula funds.

For further clarification, or assistance with how a specific example should be documented, reach out to your MIS Administrator or Project Manager.

If a Local Area uses Advanced Individual Fund Tracking (AIFT), they will still need to follow the guidance above for how to enter a co-funded service. The Fund Stream will need to be set up so all Customer Groups can access the Fund Stream. In the activity code's Enrollment Budget tab, all applicable Fund Streams that are co-funding the service can be selected. For more information on the use and functionality on the AIFT module, please refer to the IFT User Guide on Staff Online Resources in CalJOBS.

Entering CalJOBS Activity Code Information for Individuals

The CalJOBS system captures activity code information that is required to be reported to meet state and/or federal requirements. CalJOBS activity codes must be added directly to the individual's program application on the Case Management Profile – Programs tab to ensure the program application is current, complete, and has the appropriate eligibility, services are appropriately documented, and to reduce duplication of services across funding streams. Activity codes should not be added via the Activity History/Service Plan.

The following are descriptions and guidance for common fields when entering a CalJOBS activity code. Not all fields apply to all programs or customer groups.

General Activity Code Information

- **Customer Group** – Customer groups are the programs and funding streams the individual is eligible for. The customer group(s) that display for selection in the drop-down menu are based on the eligibilities completed and funding stream(s) selected in the corresponding program application.
- **Activity Code** – An activity code is the number and name representing the service. The activity codes that display for selection align with the customer group selected. For a complete list of activity codes and their definitions, please see Attachment A.
- **Service Provided (Virtual/Online)** – Indicates how the service was provided (in person, virtual, or a mix).
- **Special Project** – Indicates if the service is funded by a special project (e.g., Deaf and Hard of Hearing or YEOP).

Activity Code Dates

- Projected Begin Date/Scheduled Date – The planned start date for the service. This is only required if the service is planned for a future date. Services with a Projected Begin Date/Scheduled Date will extend the exit clock (if applicable). Activity codes that have a Projected Begin Date/Scheduled Date will system close 30 days after the Projected Begin Date/Scheduled Date if no Actual Begin Date/Actual Service Date is entered.
- Actual Begin Date/Actual Service Date – The first date of the service. This is not required if the service is planned for a future date. Services without an Actual Begin Date/Actual Service Date are not reported to the DOL. For training or education services, the Actual Begin Date is considered the first day the participant attends the training (either virtually or in person) as described in the ITA or training contract. Training begin dates are not based on training plan dates, case management phases, semester dates, training voucher dates, supportive service dates, etc.
- Projected End Date – The anticipated last date of the service. Activity codes that have a Projected End Date will system close 30 days after the Projected End Date if no Actual End Date is entered. The Actual End Date will reflect the Projected End Date. To ensure data is reflected and reported accurately, staff should ensure that the activity code is closed appropriately.
- Actual End Date/Actual Service Date – The last date of the service. For training or education services, the Actual End Date is the last date the participant attended any service provided as part of the training program as described in the ITA or training contract. Training end dates are not based on training plan dates, case management phases, semester dates, training voucher dates, supportive service dates, etc.

Service or Training Provider Information

- Provider – The service or training provider delivering the service. This field is required for training and education services. The information for this field pulls from the training or education provider/program profile in the system.
- Service, Course or Contract – The name of the service or course (training program). This field is required for training and education services. The information for this field pulls from the training or education provider/program profile in the system.
- Occupational Training Code – The occupation code associated to the service or course (training program). This field is required for training and education services. The information for this field pulls from the training or education provider/program profile in the system. The occupation code should represent the participant's employment goal.
- Total Enrollment Cost – Total cost of training program, including books, tools, and other costs. The information for this field pulls from the training or education provider/program profile in the system. For WIOA Title I recipients and subrecipients, if

the ITA or training contract price is different, the cost needs to be updated to reflect the price WIOA is paying to the provider. This information is only required when the participant attends a training or education program.

- Financial Aid – Federal or state educational grant funds used to help a student pay for education. For training and education services, the receipt of Pell Grant funds is required to be reported. If an individual receives Pell Grant funds, the information is required to be entered into the Financial Aid section of the CalJOBS activity code or in the Public Assistance section of the program application.

Activity Code Completion Status

- Completion Code – Indicates the outcomes of the service. The following are the options available:
 - Successful Completion – Service was provided and completed successfully.
 - Unsuccessful Completion – Service was provided but was not completed successfully for reasons other than dropping out of the service.
 - Unsuccessful Completion – Failed to Report – Service was scheduled but was not provided due to the individual failing to report or attend the service. This option is only available for Title III Wagner-Peyser services.
 - Unsuccessful Completion – Dropped Out – Service was started but was not completed successfully due to the participant dropping out of the service.
 - System Closed – Service closed by the system due to inactivity. The service is automatically closed when the completion status is not updated within 30 days of the Projected End Date, or an Actual Begin Date is not entered within 30 days of the Projected Begin Date. To ensure data is reflected and reported accurately, staff should ensure that the activity code is closed appropriately, which includes verifying the Actual End Date, Completion Code, and school status on the last day of service (for Youth only) is accurate.
 - Void – The service was entered incorrectly and cannot be corrected via a Data Change Request (DCR), the service was added to the wrong program application, or the service was not provided to the individual. Activity codes that are voided are not reported to the DOL and do not extend the exit clock. There should be a minimal number of voided activity codes. Please note that the ability to void an activity code is based on system privileges.

All services with an Actual Begin Date/Actual Service Date are used for state and/or federal reporting requirements unless the completion status is “Void”.

System Closed Activities

Activities that are not updated within 30 calendar days of the activity's Projected Begin or End Date frame will automatically receive a "System Closed" status. Once an activity is system-closed, it cannot be updated directly by Subrecipients, or by the WIB MIS administrator.

System-closed activities are included in performance calculations, highlighting the critical importance of maintaining data entry accuracy and timeliness. Therefore, Subrecipients must establish procedures to ensure records are updated within 30 calendar days of the activity's Projected Begin or End Date to prevent a "System Closed" completion status.

If updates are needed for a system closed activity, Subrecipients must submit a request to the WIB to initiate a Data Change Request (DCR) with EDD. The request must include:

- 1. A completed WIB DCR Spreadsheet Form (Attachment E)**
 - This form should clearly detail the necessary updates required for the activity**
- 2. An explanation of the closure**
 - Include the reason for the system closure and outline the corrective measures implemented to prevent future occurrences.**

Requests must be submitted via email to both the WIB Deputy Director of Administration and the WIB MIS Administrator.

DCR Review and Approval Process

Upon receipt of request, the WIB Deputy Director and the WIB MIS Administrator will evaluate the overall impact of the proposed change. Each request will be reviewed on a case-by-case basis, with approval contingent on the details provided.

If the DCR is approved by the WIB Deputy Director, the WIB MIS Administrator will proceed with the necessary actions in accordance with the [Data Change Request Form Procedure \(WSD18-02\)](#).

Entering Local Status Tracking for Individuals

In addition to CalJOBS activity codes, Subrecipients must enter local status tracking codes for individuals on the General Profile—Activities tab for participants, as identified in statements of work for specific grants. The WIB uses local status tracking codes to monitor activities and outcomes that standard CalJOBS activity codes do not capture, which the grant requires. This process ensures that the WIB can gather detailed data necessary for reporting, compliance, and program evaluation.

Services for Employers

In addition to serving individual job seekers, the workforce system provides various types of services to employers: employer information and support services, workforce recruitment assistance, strategic planning/economic development, assistance with accessing untapped labor pools, training services (including Incumbent Worker Training), rapid response assistance, and layoff aversion activities.

Employer services are required to be reported to the DOL. Title III Wagner-Peyser, TAA, and JVSG staff are required to enter employer services into CalJOBS using employer activity codes. Local Areas are required to track and report employer services to the EDD but are not required to utilize CalJOBS. For additional information on the data requirements for employer services, please reference [TUL 22-04](#) Performance Guidance or the most recent directive.

Resources

To ensure the EDD reports accurate data to the DOL, each CalJOBS activity code's definition was closely reviewed to ensure the definition clearly reflects the intent behind the service provided and meets the requirements of the program(s). The number, name, and definition for each activity code can be found in the CalJOBS Activity Codes Dictionary (Attachment A). The definitions provided apply to all funding streams. Questions on service delivery or allowable types of services should be directed to the appropriate contact (i.e. Regional Advisor, Project Manager, Program Coordinator, etc.).

In addition to definitions, the CalJOBS Activity Codes Detailed Listing – Individual (Attachment B) provides additional information about each activity code. The following information provides clarification and direction for each of the items in Attachment B:

- Program Affiliation – These columns identify, with an “x,” which program(s) can utilize each activity code.
- Reporting Category – This column includes the reporting category for each activity code. Refer to the Service Types for Individuals section of this directive for more details on the reporting categories.
- Restart the Exit Clock? – This column lists whether the activity code restarts the 90-calendar day exit clock.
- PIRL – This column lists all the PIRL data elements where the activity code is reported.
- Duration (Days) – This column lists how far into the future the activity code's Projected End Date can be set.

Most activity codes have been set to a one-day duration. One example of this is activity code 205 Development of an IEP. While an IEP is a living document that should be revisited throughout the participant's period of participation, the development of an IEP is not an ongoing service. If the IEP needs to be revised or updated, an additional activity code 205 should be entered into CalJOBS at that

time. Alternatively, training service activity codes will not have a set duration date. However, these should be frequently reviewed by staff to ensure accurate reporting of the Actual End Date. Select activity codes can be projected out up to 90 or 180 days, with the ability to be extended for a total of 360 days.

Each activity code must have start and end dates that represents the actual dates the service occurred.

To assist with understanding how CalJOBS activity codes impact WIOA performance indicators, the CalJOBS Activity Codes and Performance Crosswalk (Attachment C) indicates, with an “x,” the activity codes that trigger inclusion in the Credential Attainment and/or MSGs performance measures. For more information on Credential Attainment and MSG performance measures, refer to [TUL 22-04 Performance Guidance](#) or the most recent directive.

In addition to individual activity codes, CalJOBS activity codes can be added to employer accounts. A full list of employer-related CalJOBS activities codes, including their reporting category can be found in the CalJOBS Activity Codes Detailed Listing – Employer (Attachment D). These activities are reported to the DOL and are specifically tied to the Effectiveness in Serving Employers performance measures.

ACTION:

Please bring this Directive to the attention of all WIB Subrecipients and WIB Staff.

INQUIRIES:

Please direct inquiries regarding this Directive to the WIB at (559) 713-5200.

Adam Peck
Executive Director

ATTACHMENTS:

- Attachment A ([CalJOBS Activity Codes Dictionary](#))
- Attachment B ([CalJOBS Activity Codes Detailed Listing - Individual](#))
- Attachment C ([CalJOBS Activity Codes and Performance Crosswalk](#))
- Attachment D ([CalJOBS Activity Codes Detailed Listing - Employer](#))
- Attachment E ([WIB DCR Spreadsheet Form](#))
- Attachment F (Summary of Comments)

The Workforce Investment Board of Tulare County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

CalJOBSSM Activity Codes Dictionary

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Follow-Up Activity Codes Error! Bookmark not defined.

Employer Activity Codes Error! Bookmark not defined.

Participant Activity Codes

Activity Code	Activity Code Name and Definition
002	<p>Self-Service AJCC Employment and Workforce Information Services</p> <p>This activity is system generated when an individual accesses self-service activities or workforce information available in CalJOBS. Workforce information includes topics such as: Local Workforce Development Area (Local Area) performance, availability of supportive services, filing claims for unemployment compensation, and performance and program cost information of training providers.</p>
004	<p>Self-Service Information on Training Providers/Performance Outcomes</p> <p>This activity is system generated when an individual accesses information regarding training providers on CalJOBS.</p>
005	<p>Self-Service Labor Market Research</p> <p>This activity is system generated when an individual accesses labor market information in CalJOBS.</p>
006	<p>Self-Service Job Search through CalJOBS</p> <p>This activity is system generated when an individual conducts an online job search using CalJOBS.</p>
06M	<p>Self-Service Job Search through Mobile App</p> <p>This activity is system generated when an individual conducts a job search through the CalJOBS mobile application.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
007	<p>Self-Service Initial Resume</p> <p>This activity is system generated when an individual creates a CalJOBS resume.</p>
008	<p>Self-Service Resume: Update and Additions</p> <p>This activity is system generated when an individual revises their resume on CalJOBS.</p>
010	<p>Tracking Co-funded Services</p> <p>This activity is to indicate that a reported activity code is co-funded by multiple funding streams. A case note must be added to indicate which activity was co-funded by which funding streams. For more information, refer to the CalJOBS Activity Code Directive.</p>
050	<p>Information on DI or PFL</p> <p>An individual was provided general information on how to apply for Disability Insurance (DI) or Paid Family Leave (PFL), where to locate the nearest DI office, or any other information related to DI or PFL. Referred to Other Federal/State Assistance (140) should be utilized if the individual is referred to Disability Insurance because of an objective or initial assessment.</p>
051	<p>Information on Social Services Programs</p> <p>An individual was provided general information about programs administered by the Department of Social Services including, but not limited to: CalWORKS, CalFresh, CalFresh E&T, and General Assistance. Referred to Other Federal/State Assistance (140) should be utilized if the individual is referred to a program because of an objective or initial assessment.</p>
052	<p>Information on other Public Assistance Programs</p> <p>An individual was provided general information about public assistance programs (not including Social Services programs, DI, or PFL). Referred to Other Federal/State Assistance (140) should be utilized if the individual is referred to a program because of an objective or initial assessment.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
053	<p>Information on AJCC Core or Partner Programs</p> <p>An individual was provided general information at an America’s Job Centers of California (AJCC) core or partner programs. The appropriate referral activity code should be used if the individual is referred because of an objective or initial assessment.</p>
080	<p>Complaint Process Information</p> <p>A participant was informed of the grievance and complaint procedures established by staff, either through self-service or by a staff member.</p>
089	<p>Self-Service Informed of Veteran Priority of Service</p> <p>This activity is system generated when an individual self-identifies as a veteran at the time of registration in CalJOBS. A pop-up window informs the Veteran of the Priority of Service policy.</p>
090	<p>Self-Service Skills Self-Assessment</p> <p>This activity is system generated when an individual completes a CalJOBS self-assessment tool.</p>
094	<p>NFJP – Outside Agency</p> <p>A client has received related assistance services from an agency other than Employers' Training Resource.</p>
097	<p>NFJP – In House</p> <p>A client has received related assistance services from Employers' Training Resource.</p>
101	<p>Orientation</p> <p>An individual attended an orientation informing them of the information and services available through the workforce delivery system. This includes, but is not limited to, Veteran Orientation, <i>Workforce Innovation and Opportunity Act</i> (WIOA) Orientation, and Local Office Orientation.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
102	<p>Initial Assessment</p> <p>Staff conducted an initial assessment of a participant's skill level, aptitude, abilities, interests, and supportive service needs. This definition does not include Initial Assessment (245) for Trade Adjustment Assistance (TAA) participants.</p>
103	<p>Provision of Information on Training Providers/Performance Outcomes</p> <p>Staff provided an individual with readily available information on training providers that did not require staff's assessment of the individual's skills, education, or career objectives.</p>
105	<p>Job Finding Club</p> <p>A participant attended an organized activity that provided instructions on resume writing, application preparation, interviewing skills, and/or job lead development, and included a period of structured time where participants attempted to secure employment.</p>
106	<p>In Program "Follow-Up"</p> <p>This activity applies to a participant who is enrolled in a program but has not soft exited. This code may include, but is not limited to the following:</p> <ol style="list-style-type: none"> 1. Staff met with a participant for the provision of supportive services. 2. Contacting the participant on a regular or intermittent basis to discuss progress in training or career services. Staff met with participant to collect documentation related to Measurable Skill Gains (MSG) and/or Credential Attainment. 3. Contacting the participant and/or their employer on a regular or intermittent basis to help with work-related issues following job placement. 4. Staff phone call or letter offering to visit employee and/or employer following job placement. <p>Note: This is an administrative activity or housekeeping activity code and is not a service to the participant.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
107	<p>Provision of Labor Market Information</p> <p>Staff provided a participant with readily available information on labor market information that did not require staff assessment of the participant's skills, education, or career objectives. Labor market information includes: information on state and local labor market conditions; industries, occupations, and characteristics of the workforce; employer wage and benefit trends; short and long-term industry and occupational projections; worker supply and demand; area businesses' identified skill needs; job vacancies' survey results; workforce availability; business turnover rates; job creation; and job identification of high-growth and high-demand industries. This definition does not include Provision of LMI Information (243) for TAA participants.</p>
108	<p>Referred to WIOA Services (not training)</p> <p>A participant was referred to WIOA Title I Career Services.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
109	<p data-bbox="358 289 764 321">Referred to Community Resource</p> <p data-bbox="358 390 1450 464">Staff—via phone call, email, or other means of direct contact—initiated a referral to a community resource on behalf of a participant.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
<p>110</p>	<p>Attended Rapid Response</p> <p>A participant took part in Rapid Response activities after their program participation. If the participant took part in Rapid Response activities prior to enrollment in the program, the program application should indicate they attended a Rapid Response, and this code should not be added.</p>
<p>112</p>	<p>Job Fair</p> <p>Staff provided a participant with information regarding an upcoming job fair (e.g., physical address, date, and time) to assist the participant in locating employment opportunities. This activity code can also be used if a participant attended a job fair hosted or sponsored by the AJCC.</p>
<p>114</p>	<p>Job Referral: Federal Contractor Job Listing (FCJL)</p> <p>A special disabled, campaign, or recently separated veteran was referred to a job opening listed by an employer as a Federal Contractor.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
115	<p>Resume Preparation Assistance</p> <p>Staff provided one-on-one instruction on resume and/or cover letter formats and assisted in the development of one or both. This definition does not include Resume Preparation Assistance (241) for TAA participants.</p> <p>Note: Staff assisting a participant with data entry by inputting their resume into CalJOBS does not constitute as Resume Preparation Assistance.</p>
117	<p>UI General Information</p> <p>An individual used AJCC or partner location resources to file or re-open an online Unemployment Insurance (UI) claim, certify for benefits, or contact the UI Branch, and/or staff provided general UI information (virtually or in-person). The individual required minimal or no staff assistance.</p>
118	<p>UI Claims Assistance</p> <p>A participant received meaningful assistance in filing a UI claim from a knowledgeable staff trained in how to file a UI claim; verify UI certification, benefits, and claim status; or make appointments either in the AJCC, by phone, or by video conferencing. This includes being connected via the UI Direct line.</p>
119	<p>Financial Aid Assistance</p> <p>A participant received meaningful assistance from knowledgeable staff in exploring and/or establishing eligibility for financial aid assistance for training and education programs not fully funded by WIOA.</p>
120	<p>Use of AJCC Resource Room</p> <p>An individual used the services and/or equipment in the AJCC resource room. This definition also includes a staff member providing an individual with information or instruction on how to access the resource room's tools and equipment.</p>
121	<p>Job Referral: Job Outside CalJOBS (non-Federal)</p> <p>Staff referred a participant to a job opening that was neither listed in CalJOBS, nor by a federal department or agency.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
122	<p>Job Referral: Federal</p> <p>Staff referred a participant to a job opening listed by a federal department/agency, or other entity under the jurisdiction of the U.S. Office of Personnel Management. This definition does not include referrals to a Federal Contractor (114).</p>
123	<p>Job Development Contacts</p> <p>Staff assisted a participant by working with both the employer and participant. Activities include but are not limited to: securing the participant a job interview (either in-person, telephone, email, or U.S. Mail inquiry) for a job opening not currently listed on file; or contacting a union or employer on behalf of a particular participant. Referrals to governmental and/or local public agencies for a currently advertised job listing (all sources) are not considered a valid Job Development Contact. Job Development Contacts through U.S. Mail inquiries must include a cover letter introducing the client(s) and explaining the enclosed application(s)' purpose.</p>
124	<p>Received Bonding Assistance</p> <p>Staff designated to provide bonding services, verified participant and employer bonding eligibility and completed the required steps to provide an at-risk, or hard-to-place participant with a fidelity bond. These steps include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Confirming the participant's CalJOBS registration is complete. 2. Verifying the participant has a firm job offer and the legal right-to-work. 3. Completing EDD's Fidelity Bonding Certification Request. 4. Completing EDD's Fidelity Bonding Employer Confirmation Letter. 5. Submitting bonding requests to the Workforce Services Branch's Bonding Coordinator.
125	<p>Job Search and Placement Assistance</p> <p>Staff provided a participant job search and placement assistance and, in appropriate cases, career counseling, including the provision of information on in-demand industry sectors and occupations, and nontraditional employment. This definition does not include Job Search and Placement Assistance (242) for TAA participants.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
126	<p>Tax Credit Eligibility Determination (includes WOTC)</p> <p>Staff determined if a participant qualified as a member of the Work Opportunity Tax Credit (WOTC) target group and, if so, assisted the participant in completing the applicable forms, including, but not limited to: IRS 8850 (Pre-screening Notice and Certification Request), RTA 9061 (Individual Characteristics Form), and ETA 9154 (Youth Self-Attestation Form).</p>
130	<p>Proficiency Testing</p> <p>Staff tested a participant's ability to read, write, and speak in English, and to compute and solve problems at the proficiency level necessary to function on the job, within the participant's family, and in society.</p>
131	<p>Testing as Requested by Employer</p> <p>Staff conducted employer-required participant testing.</p>
132	<p>Resume Writing Workshop</p> <p>Staff provided a resume writing workshop to two or more participants in need of resume writing assistance and/or cover letter formatting, and assistance in the development of one or both.</p> <p>This definition does not include Resume Preparation Assistance (115).</p>
133	<p>Job Search Workshop</p> <p>Staff provided a job search workshop to two or more participants instructing them on resume writing, application preparation, interview skills, and job lead development.</p> <p>This definition does not include Job Finding Club (105), Resume Preparation Assistance (115), Resume Writing Workshop (132), Workshop (134), or UI-mandated events (i.e., Personalized Job Search Assistance Workshop [147] or Reemployment Services and Eligibility Assessment [194]).</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
134	<p>Workshop</p> <p>Staff provided two or more participants instruction relative to employment.</p> <p>This definition does not include Job Finding Club (105), Resume Preparation Assistance (115), Resume Writing Workshop (132), Job Search Workshop (133), or UI-mandated events (i.e., Personalized Job Search Assistance Workshop [147] or Reemployment Services and Eligibility Assessment [194]).</p>
135	<p>Referred to Mentorship</p> <p>Staff referred a participant to a mentoring program.</p>
140	<p>Referred to Other Federal/State Assistance</p> <p>A participant was referred to other Federal/State assistance, which may include, but is not limited to: DI, PFL, CalFresh (i.e., Supplemental Nutrition Assistance Program) benefits, CalWORKS (i.e., Temporary Assistance for Needy Families), health insurance assistance, child support assistance, tax preparation support, and/or any other Federal or State assistance programs.</p>
147	<p>Personalized Job Search Assistance Workshop (PJSA)</p> <p>A UI claimant(s) attended a Personalized Job Search Assistance (PJSA) session.</p> <p>Note: This activity code is system generated when attendance is updated in the CalJOBS Events Calendar.</p>
159	<p>Referred to NFJP: WIOA 167 Grantee</p> <p>Staff referred a participant to a National Farmworker Jobs Program grantee (WIOA Section 167).</p>
160	<p>Referred to JVSG Services: SBE</p> <p>Staff referred a participant to Jobs for Veterans' State Grants (JVSG) services due to identification that the participant has significant barriers to employment (SBE).</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
161	<p>Referred to JVSG Services: TSM</p> <p>Staff referred a participant to JVSG services due to identification that the participant is a Transitioning Service Member (TSM) and needs individualized career services.</p>
162	<p>Referred to JVSG Services: Medical or Caregiver</p> <p>Staff referred a participant to JVSG services due to identification that the participant is wounded, ill, or injured and located in a military treatment facility. This activity code can also be used for the caregiver of a veteran that is wounded, ill, or injured.</p>
164	<p>Referred to VA Services: 9/11 GI Bill</p> <p>Staff referred a participant to the Veterans Affairs (VA) for Post-9/11 GI Bill benefits.</p>
165	<p>Referred to VA Services: Montgomery Bill</p> <p>Staff referred a participant to the VA for Montgomery GI Bill benefits.</p>
166	<p>Referred to VA Services: GI Bill and Montgomery Bill</p> <p>Staff referred a participant to the VA for both the Post-9/11 GI Bill and Montgomery GI Bill benefits.</p>
167	<p>Referred to VA Services: Other</p> <p>Staff referred a participant to the VA for benefits other than Post-9/11 GI Bill or Montgomery GI Bill benefits. Services may include referrals for post-traumatic stress disorder, traumatic brain injury treatment, and substance abuse assistance.</p>
169	<p>Referred to VA Services: VR&E Program</p> <p>Staff referred a participant to the VA for Vocation Rehabilitation and Employment (VR&E) program services.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
179	<p>Job Referral: Outside Web-Link</p> <p>This activity is system generated when a participant obtains a job referral for employment through a CalJOBS auto-spidering link.</p>
180	<p>Supportive Service: Child/Dependent Care</p> <p>A participant received assistance with childcare or dependent care that enabled them to participate in staff-assisted career services or training activities.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service, and the service dates must be within the dates of the career service or training service.</p>
181	<p>Supportive Service: Transportation Assistance</p> <p>A participant received assistance with transportation that enabled them to participate in staff-assisted career services or training activities.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>
182	<p>Supportive Service: Medical</p> <p>A participant received assistance with medical services that enabled them to participate in staff-assisted career services or training activities.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
183	<p>Supportive Service: Incentives/Bonuses</p> <p>A participant received a payment for recognition and achievement directly tied to work experience, education, and/or training that enabled them to participate in staff-assisted career services or training activities.</p> <p>This definition does not include Needs-Related Payments (326). Service must be provided according to the approved Local Area policy for Incentives and Bonuses. For more information about Incentives and Bonuses, refer to WSD23-08.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the staff-assisted career service or training service.</p>
184	<p>Supportive Service: Temporary Shelter</p> <p>A participant received assistance with temporary shelter that enabled them to participate in staff-assisted career services or training activities.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>
185	<p>Supportive Service: Other</p> <p>A participant received assistance that was necessary to enable the individual to participate in staff-assisted career services or training activities. This activity code should only be used if no other supportive service codes apply and requires staff to document the type of service provided in a case note.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
186	<p>Supportive Service: Seminar/Workshop Allowance</p> <p>A participant received an allowance to attend an employment-related seminar or workshop that enabled the individual to participate in staff-assisted career services or training activities.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>
187	<p>Supportive Service: Job Search Allowance</p> <p>A participant received an allowance to purchase items necessary for conducting a successful job search that enabled the individual to participate in staff-assisted career services or training activities.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>
188	<p>Supportive Service: Tools/Clothing</p> <p>A participant received assistance with employment-related attire or tools for the purpose of obtaining employment. This also enabled the individual to participate in staff-assisted career services or training services.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>
189	<p>Supportive Service: Housing Assistance</p> <p>A participant received housing assistance that enabled them to participate in staff-assisted career services or training activities.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
190	<p>Supportive Service: Utilities</p> <p>A participant received assistance with their utilities that enabled them to participate in staff-assisted career services or training activities.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>
191	<p>Supportive Service: Educational Testing</p> <p>A participant received financial assistance to take a high school equivalency test, or an exam for an occupation certification or credential for the purpose of obtaining employment. This also enabled the individual to participate in staff-assisted career services or training services.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>
192	<p>Supportive Service: Postsecondary Academic Materials</p> <p>A participant received assistance with books, fees, school supplies, and/or other necessary supplies for students enrolled in postsecondary education classes. This also enabled the individual to participate in staff-assisted career services or training services.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the career service or training service.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
194	<p>Reemployment Services and Eligibility Assessment (RESEA)</p> <p>An individual attended an initial RESEA individualized appointment. This code must be used in conjunction with the following:</p> <ul style="list-style-type: none"> • Orientation (101) <i>(via Event Tracked Services)</i> • Provision of Labor Market Information (107) <i>(via Event Tracked Services)</i> • UI General Info (117) <i>(via Event Tracked Services)</i> • Job Search and Placement Assistance (125) <i>(via Event Tracked Services)</i> • Initial Assessment (102) <i>(via enrollment in participation or manual recording)</i> <p>Note: This activity code is system generated when attendance is updated in the CalJOBS Events Calendar.</p>
195	<p>RESEA Additional Mandatory Career Service</p> <p>Staff provided a UI claimant with an RESEA Additional Mandatory Career Service. The participant must have already completed the initial RESEA appointment.</p> <p>This activity code must be used in conjunction with an approved RESEA additional career service code, as listed in RESEA Technical Assistance Guide, Internal Administrative Notice (IAN) 19-014.</p>
197	<p>Supportive Service: Stipend</p> <p>A participant received a fixed payment for participation in a training or other workforce activity that requires substantial regularly scheduled time commitment. Stipends are a form of financial support paid to a participant to help cover the costs associated with living expenses, travel, and/or materials needed to be successful in training or other workforce activities.</p> <p>For more information on Stipends, refer to WSD23-08.</p>
200	<p>Individual Counseling</p> <p>Staff, in a one-on-one setting, provided a participant counseling and vocational guidance to assist the participant in achieving employment goals, and to make decisions regarding employment and/or training opportunities.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
201	<p>Group Counseling</p> <p>Staff, in a group setting, provided a participant counseling and vocational guidance to assist the participant in achieving employment goals, and to make decisions regarding employment and/or training opportunities.</p>
202	<p>Career Guidance/Planning</p> <p>Staff provided a participant information, materials, suggestions, and/or advice to help a participant make occupational or career decisions.</p>
203	<p>Objective Assessment</p> <p>Staff conducted a comprehensive, specialized assessment of skill levels and service needs of a participant. The assessment may include diagnostic testing or other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.</p>
204	<p>Interest and Aptitude Testing</p> <p>Staff tested a participant's aptitude to determine whether the participant has the necessary skills and qualifications to achieve their employment goals, or successfully participate in a selected program of training services.</p>
205	<p>Development of Individual Employment Plan (IEP)</p> <p>Staff and a participant jointly developed an ongoing strategy to identify the participant's employment goals, achievement objectives, and appropriate combination of services for the participant to be able to achieve their employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.</p> <p>This code should be added to the participant's application every time the IEP is edited or updated.</p> <p>This code includes the Individual Service Strategy (ISS) and/or the Educational Development Plan (EDP).</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
206	<p>Referred to Registered Apprenticeship Program</p> <p>Staff referred a participant to an apprenticeship program approved and recorded by the U.S. Department of Labor's Employment and Training Administration (DOL ETA), Bureau of Apprenticeship Training, or the California (CA) Department of Industrial Relations (DIR), or Division of Apprenticeship Standards (DAS).</p>
207	<p>Referred to Job Corps</p> <p>Staff referred a participant to the WIOA Title IC Job Corps program.</p>
208	<p>Referred to Other Federal Training (non-WIOA Title IB)</p> <p>Staff referred a participant to a training program supported by the federal government, such as Trade Adjustment Assistance (TAA), Adult Education, or Vocational Rehabilitation.</p> <p>This definition does not include referrals to Job Corps (207), or WIOA Title IB funded training (211).</p>
209	<p>Referred to State and Local Training (non-WIOA)</p> <p>Staff referred a participant to a training program funded by state and/or local agencies.</p> <p>This definition does not include referrals to WIOA Title IB funded training (211).</p>
210	<p>Referred to Educational Services (non-Federal/State/Local)</p> <p>Staff referred a participant to a service provider not funded by federal, state, or local agencies, to receive educational services leading to the completion of the participant's educational goals. These services include, but are not limited to, tutoring, study skills training, and instruction.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
211	<p>Referred to WIOA Title IB Training</p> <p>Staff referred a participant to a training program funded under WIOA Title IB.</p> <p>This definition does not include Referred to Registered Apprenticeship Program (206).</p>
213	<p>Mentorship</p> <p>The participant was paired with a mentor experienced in one or more areas that benefit the participant. The mentor shared their knowledge, wisdom, and experience with the participant, and facilitated learning through instructing, coaching, sharing experiences, modeling, and advising. The mentorship could include a contract for learning and should last for a specified period.</p>
214	<p>Adult Literacy, Basic Skills, or GED Preparation</p> <p>Staff referred a participant to a course of basic academic instruction and/or basic education services below the postsecondary level to increase the participant's ability to read, write, and speak in English, and to perform mathematics, or other necessary activities, to obtain a secondary school diploma or its recognized equivalent; and, to transition to postsecondary education and training.</p>
215	<p>Short-Term Prevocational Services</p> <p>A participant received short-term, prevocational services, including the development of learning, communication, interviewing skills, punctuality, personal maintenance skills, professional conduct, Microsoft Office, and/or OSHA trainings to prepare the participant for training or unsubsidized employment.</p>
216	<p>Out-of-Area Job Search Assistance</p> <p>Staff assisted a participant with an out-of-area job search. The assistance was deemed appropriate based upon the participant's assessment, and/or the participant's individual employment plan.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
217	<p>Relocation Assistance</p> <p>Staff provided financial assistance to relocate to accept employment, as provided by local policy.</p>
218	<p>Referred to Internship</p> <p>Staff referred a participant to an internship opportunity. The internship was deemed appropriate based upon the participant's assessment, and/or the participant's individual employment plan.</p>
219	<p>Work Experience</p> <p>A participant took part in a planned, structured learning experience that took place in a private, for-profit, nonprofit, or public sector workplace for a limited time. Work experience may be paid or unpaid, as appropriate. A WIOA-funded paid internship may also be included in this activity, as appropriate.</p> <p>This activity does not include Referred to Internship (218), Pre-Apprenticeship Training (224), or Transitional Job (321).</p>
221	<p>Financial Literacy Education</p> <p>A participant received financial literacy services that support the ability to do one or more of the following:</p> <ol style="list-style-type: none"> 1. Create household budgets, initiate savings plans, and make informed financial decisions about education, retirements, home ownership, wealth building, or other savings goals. 2. Manage spending, credit, and debt, including credit card debt, effectively. 3. Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy (and how to correct inaccuracies in the reports and scores), and their effect on credit terms. 4. The ability to understand, evaluate, and compare financial products, services, and opportunities. 5. Address the financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.

Participant Activity Codes

Activity Code	Activity Code Name and Definition
222	<p>English Language Learner (ELL)</p> <p>A participant received English as a second language service or training. ELL services are provided to a participant whose primary language is not English. Services are designed to increase the English language proficiency of the participant so they can attain training and/or employment success.</p>
224	<p>Pre-Apprenticeship Training</p> <p>The participant enrolled in a pre-apprenticeship program that has a documented partnership with at least one Registered Apprenticeship program. The pre-apprenticeship's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s).</p> <p>If the pre-apprenticeship training is funded (in whole or in part) via an ITA or does provide occupational skills training that leads to an industry-recognized certificate, credential, or license, then the Pre-Apprenticeship Program w/Occupational Skill Training (Approved ETPL Provider) (307) activity code should be utilized.</p>
226	<p>Reading and/or Math Testing</p> <p>Staff tested a participant's reading and/or math skill levels and competencies.</p>
227	<p>Disaster Relief Employment/Temporary Job (NDWG only)</p> <p>Staff enrolled an eligible participant in disaster relief employment. The temporary job will provide immediate employment and wages. The temporary job can only be performed on pre-approved worksites to provide disaster-related cleanup, recovery, or humanitarian assistance services.</p>
231	<p>Waiver: Recall (TAA Only)</p> <p>The TAA requires participants to be enrolled in, or have completed, an approved training course to receive Trade Readjustment Assistance (TRA) allowances. This requirement may be waived and documented with this code if the participant has been notified that they will be recalled by the employer from which the separation occurred.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
232	<p>Waiver: Marketable Skills (TAA Only)</p> <p>The TAA requires participants to be enrolled in, or have completed, an approved training course to receive TRA allowances. This requirement may be waived and documented with this code if the participant has marketable skills for suitable employment, and there is a reasonable expectation of employment with equivalent wages in the foreseeable future.</p>
233	<p>Waiver: Retirement (TAA Only)</p> <p>The TAA requires a participant to be enrolled in, or have completed, an approved training course to receive TRA allowances. This requirement may be waived and documented with this code if a participant has met all requirements for entitlement to either (a) old-age insurance benefits under Title II of the <i>Social Security Act</i> within two years; (b) was certified prior to January 1, 2011; and (c) does not want to be re-trained.</p>
234	<p>Waiver: Poor Health (TAA Only)</p> <p>The TAA requires participants to be enrolled in, or have completed, an approved training course to receive TRA allowances. This requirement may be waived and documented with this code if the participant is unable to participate in training due the participant's health.</p>
235	<p>Waiver: Delay for Training (TAA Only)</p> <p>The TAA requires participants to be enrolled in or have completed an approved training course to receive TRA allowances. This requirement may be waived and document with this code if the first available enrollment date for approved training is within 60 days after the date of the waiver's determination, or, if later, there are extenuating circumstances for the delay in enrollment.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
236	<p>Waiver: Training Not Available (TAA Only)</p> <p>The TAA requires participants to be enrolled in or have completed an approved training course to receive TRA allowances. This requirement may be waived and documented with this code if training is not reasonably available to the worker from either governmental agencies or private sources, and no training that is suitable for the participant is available at a reasonable cost, or not enough training funds are available.</p>
237	<p>Approved Out-of-Area Job Search Allowance (TAA Only)</p> <p>An adversely affected dislocated worker has received a Job Search Allowance in obtaining employment in areas outside their normal labor market.</p>
238	<p>Information on Available Training (TAA Only)</p> <p>TAA staff provided information regarding available training in their Local Area.</p>
239	<p>Information on Financial Aid (TAA Only)</p> <p>A TAA participant received information about financial aid assistance, including how to apply for financial aid, if applicable.</p>
241	<p>Resume Preparation Assistance (TAA Only)</p> <p>TAA staff provided one-on-one instruction on resume and cover letter formats and assisted in the development of one or both.</p> <p>Note: Staff assisting a participant by inputting a participant's resume into CalJOBS does not constitute as Resume Preparation Assistance.</p>
242	<p>Job Search and Placement Assistance (TAA Only)</p> <p>TAA staff provided a participant job search and placement assistance and, in appropriate cases, career counseling, including the provision of information on in-demand industry sectors and occupations, and nontraditional employment.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
243	<p>Provision of LMI Information (TAA Only)</p> <p>TAA staff provided a participant labor market information. Labor market information includes: information on state and local labor market conditions; industries, occupations, and characteristics of the workforce; employer wage and benefit trends; short and long-term industry and occupational projections; worker supply and demand; area businesses' identified skill needs; job vacancies' survey results; workforce availability; business turnover rates; job creation; and job identification of high-growth and high-demand industries.</p>
244	<p>Information on Supportive Services (TAA Only)</p> <p>TAA staff provided information regarding available supportive services.</p>
245	<p>Initial Assessment (TAA Only)</p> <p>TAA staff conducted an initial assessment of a participant's skill level, aptitude, abilities, interests, and supportive service needs.</p>
300	<p>Occupational Skills Training (Approved ETPL Provider)</p> <p>The participant enrolled in a California (CA) Eligible Training Provider List (ETPL) training program designed to provide the technical skills necessary to perform a specific job or group of jobs for a new or different occupation from one that the participant previously had experience or training in. If using WIOA Title I Adult or Dislocated Worker formula funding, the training must be funded (in whole or in part) by an Individual Training Account (ITA).</p> <p>Note: All training services must have provider and program information, including an Occupational Code (ONET Code) that indicates the occupation of the participant's employment goal.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
301	<p>On-the-Job Training (OJT)</p> <p>A participant took part in paid training while engaged in productive work in a job. The training (a) provided knowledge or skills essential to the full and adequate performance of the job; and (b) provided reimbursement to the employer for up to 50% of the participant's wage rate for extraordinary costs of providing the training and additional supervision related to the training; and (c) was limited in duration appropriate to the occupation for which the participant was being trained, taking into account the training's content, the participant's prior work experience, and service strategy, as appropriate. If using WIOA Title I Adult or Dislocated Worker funding, the training must be funded (in whole or in part) via a training contract.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>
302	<p>Entrepreneurial Training (Approved ETPL Provider)</p> <p>The participant enrolled in a CA ETPL entrepreneurial skills training program that included but was not limited to: the elements of starting and operating a small business, business plan development, securing financing, general business law concepts, employee management, and the understanding of marketing concepts. The training must be funded (in whole or in part) by WIOA via an ITA.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
304	<p>Customized Training</p> <p>A participant enrolled in an employer's customized training program. The training was designed to meet the specific requirements of an employer (or a group of employers); was conducted with a commitment by the employer to employ the participant upon successful completion of the training; and for which the employer paid a significant portion of the cost of training, as determined by the Local Area in accordance with WIOA. The remaining cost of the training must be funded by WIOA via a training contract.</p> <p>Customized training may be provided when all the following criteria are met:</p> <ol style="list-style-type: none"> 1. The participant is not earning a self-sufficient wage as determined by Local Area policy. 2. The above paragraph's requirements are met. 3. The customized training relates to on-the-job training contracts for employed workers, or other appropriate purposes identified by the Local Area. <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>
305	<p>Skills Upgrading and Retraining (Approved ETPL Provider)</p> <p>The participant enrolled in a CA ETPL training program that provides additional skills or certifications within the participant's specific occupational field. The training must be funded (in whole or in part) by WIOA via an ITA.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
306	<p>Prerequisite Training (Approved ETPL Provider)</p> <p>The participant enrolled in a CA ETPL training program that provided the required prerequisite training/coursework prior to entry into an institution's approved training program. Typically, a participant will have two or more training activity codes if a prerequisite training is provided. The training must be funded (in whole or in part) by WIOA via an ITA.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>
307	<p>Pre-Apprenticeship Program w/Occupational Skill Training (Approved ETPL Provider)</p> <p>The participant enrolled in a CA ETPL pre-apprenticeship program that has a documented partnership with at least one Registered Apprenticeship program. The pre-apprenticeship's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s). In addition, the pre-apprenticeship program provides occupational skills training that leads to an industry-recognized certificate, credential, or license upon completion. The training must be funded (in whole or in part) by WIOA via an ITA.</p> <p>If the pre-apprenticeship training is not funded (in whole or in part) via an ITA or does not provide occupational skills training that leads to an industry-recognized certificate, credential, or license, the pre-apprenticeship Training (224) activity code should be utilized.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>
308	<p>Incumbent Worker Training</p> <p>The participant attended an incumbent worker training designed to meet the needs of an employer or group of employers to help avert potential layoffs, or for the employee to obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees. The employer must pay a significant portion of the cost of training, in accordance with WIOA. The remaining cost of the training must be funded by WIOA via a training contract.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
312	<p>Placed in Federal Training (includes TAA and WIOA)</p> <p>Staff verified that a participant enrolled in a federal government supported training program, such as a WIOA-funded project, Adult Education, Job Corps, Vocational Rehabilitation, or TAA program designed to provide the technical skills necessary to perform a specific job or group of jobs.</p> <p>This definition does not include Apprenticeship Training (325).</p> <p>*This service functions as an indicator that a client is enrolled in training elsewhere and might be part of one of the performance measures due to shared performance. This activity code alone does not place someone in the Credential Attainment or Measurable Skill Gains performance indicators.</p>
313	<p>Placed in State and Local Trainings (non-TAA, non-WIOA)</p> <p>Staff verified that a participant entered a state and/or local agency-funded training program.</p> <p>*This service functions as an indicator that a client is enrolled in training elsewhere and might be part of one of the performance measures due to shared performance. This activity code alone does not place someone in the Credential Attainment or Measurable Skill Gains performance indicators.</p>
315	<p>Tracking for Non-WIOA Training</p> <p>Staff may use this activity code to track the Actual Begin and Actual End Dates of a participant's training program tracked via activity code 312 Placed in Federal Training (includes TAA and WIOA) or 313 Placed in State and Local Training (non-TAA, non-WIOA).</p>
321	<p>Transitional Job</p> <p>The participant has barriers to employment, is chronically unemployed, or has an inconsistent work history, and has been placed in subsidized, time-limited work within the public, private, or nonprofit sector. The participant must concurrently receive comprehensive employment and supportive services. Transitional jobs are designed to assist participants with establishing a work history, demonstrating success in the workplace, and developing the skills that lead to entry into and retention in unsubsidized employment.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
322	<p>Job Readiness Training</p> <p>A participant received training regarding the fundamental skills for finding a job and meeting general job requirements that are not specific to an occupation. These skills include, but are not limited to, how to communicate in an office environment, how to function as part of a team, and how to work in a deadline-driven workplace. The training must be funded (in whole or in part) by WIOA via a training contract.</p> <p>This code must be applied in conjunction with one of the following codes:</p> <ol style="list-style-type: none"> 1. Occupational Skills Training (300) 2. On-the-Job Training (301) 3. Entrepreneurial Training (302) 4. Skills Upgrading and Retraining (305) 5. Incumbent Worker Training (308) 6. Workplace Training & Cooperative Education (323) <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>
323	<p>Workplace Training & Cooperative Education (Approved ETPL Provider)</p> <p>The participant enrolled in a CA ETPL training program that combined workplace training with related instruction. This definition includes cooperative education programs. The training must be funded (in whole or in part) by WIOA via an ITA.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
324	<p>Adult Education with Training Services (Approved ETPL Provider)</p> <p>The participant enrolled in a CA ETPL Adult Education program, including English as a second language, that incorporates an Occupational Skills Training program selected from the CA ETPL that is funded (in whole or in part) by WIOA via an ITA.</p> <p>This code must be applied in conjunction with one of the following codes:</p> <ol style="list-style-type: none"> 1. Occupational Skills Training (300) 2. On-the-Job Training (301) 3. Entrepreneurial Training (302) 4. Skills Upgrading and Retraining (305) 5. Incumbent Worker Training (308) 6. Workplace Training & Cooperative Education (323) <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>
325	<p>Apprenticeship Training (Approved ETPL Provider)</p> <p>The participant enrolled in a CA ETPL Registered Apprenticeship Program approved and recorded by the U.S. DOLETA, Bureau of Apprenticeship Training, and/or the CA DIR DAS. These trainings include both a structured, paid work-based learning component and required, related educational or instructional component. The training must be funded (in whole or in part) by WIOA via an ITA.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>
326	<p>Supportive Service: Needs-Related Payments (Training)</p> <p>A participant received a needs-related payment(s) for the purpose of enabling them to participate in training services. To qualify for needs-related payments, the participant must also be unemployed, not qualified or ceased to qualify for UI, and be enrolled in a training service.</p> <p>Note: The maximum level of needs-related payments must be established by the recipient or subrecipient.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
327	<p>Supportive Service: Training Allowance</p> <p>A participant received an approved training allowance required in conjunction with their original training or education. The training allowance may be utilized to pay for training-related applications, tests, and certifications. For example, a participant with a nursing degree received a training allowance for CPR training.</p>
328	<p>Occupational Skills Training (non-ETPL provider)</p> <p>A participant attended training designed to provide the technical skills necessary to perform a specific job or group of jobs for a new or different occupation from one that the participant previously had experience or training. The training provider was not on the CA ETPL. The training must be funded (in whole or in part) by WIOA Governor’s Discretionary or Non-WIOA funds via a training contract.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant’s employment goal.</p>
330	<p>Local Board Determination Training</p> <p>A participant enrolled in a training program that can bypass the CA ETPL upon the determination of the Local Workforce Development Board (Local Board) for reasons, such as higher education, lack of providers, barriers to employment, etc. This activity code requires staff to provide a justification in case notes. The training must be funded (in whole or in part) by WIOA via a training contract.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant’s employment goal.</p>
331	<p>Approved Travel in Training (TAA Only)</p> <p>A participant was provided an approved travel allowance due to their TAA training being outside a normal commute area. The definition of a normal commute is 25 miles or one hour, each way.</p>
332	<p>Approved Subsistence in Training (TAA Only)</p> <p>A participant was provided a subsistence allowance while in training because they must live away from home to attend TAA-approved training.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
333	<p>Approved Remedial Training for those with GED/HS Diploma (TAA Only)</p> <p>A participant was provided prevocational training in elementary skills that are required of every worker to be employed.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant’s employment goal.</p>
339	<p>Approved GED Training (TAA Only)</p> <p>A participant enrolled in a course below the postsecondary level to obtain a secondary school diploma or its recognized equivalent.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant’s employment goal.</p>
341	<p>Approved Remedial Training for those with GED/HS Diploma – Approved by other State (TAA Only)</p> <p>Agent State – the state in which the participant will be attending training pays for the training. Liable State – where the petition is certified and weekly UI/TRA benefits are paid. That is when an out-of-state (non-CA) TAA client can attend remedial training in CA, with their training being paid by CA’s TAA program.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant’s employment goal.</p>
346	<p>Out-of-State Training Provider</p> <p>A participant was enrolled with a provider headquartered outside of CA, and who does not have an in-state training facility. Provider must be listed on another state’s ETPL. This activity code requires a reciprocal agreement with the other state and for staff to indicate the other state’s ETPL and provide justification in CalJOBS under case notes.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant’s employment goal.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
355	<p>English Language Learner Training (TAA Only)</p> <p>A participant received English as a second language training. ELL training is provided to a participant whose primary language is not English. Training is designed to increase the English language proficiency of the participant so they can attain further training and/or employment success.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant’s employment goal.</p>
400	<p>Youth Summer Employment</p> <p>A Youth participant participated in a summer worksite learning experience which provided direct linkages between academic and occupational learning.</p>
406	<p>Tutoring, Study Skills Training & Instruction</p> <p>A Youth participant received tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies to complete secondary school diploma requirements; or its recognized equivalent (including a recognized certificate of attendance or similar document with individuals with disabilities); or for a recognized postsecondary credential.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
407	<p>Financial Literacy Education</p> <p>A Youth participant completed Financial Literacy coursework that include one or more of the following:</p> <ol style="list-style-type: none"> 1. Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions. 2. Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards. 3. Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit. 4. Support a participant’s ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions. 5. Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data. 6. Support activities that address the financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials. 7. Support activities that address the financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling. 8. Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings. 9. Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.
408	<p>Youth Internship (Unpaid)</p> <p>A Youth participated in an unpaid internship in the private, for-profit, nonprofit, or public sector.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
409	<p>Youth Job Shadowing</p> <p>A Youth participated in a job-shadowing experience in the private, for-profit, nonprofit, or public sector. Job shadowing is a work experience option that is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can be anywhere from a few hours, to a day, to a week or more.</p>
410	<p>Leadership Development Services</p> <p>A Youth participated in leadership development opportunities that encourages leadership development, responsibility, confidence, employability, self-determination, and other positive social behaviors. Activities may include:</p> <ol style="list-style-type: none"> 1. Exposure to postsecondary educational possibilities. 2. Community and service-learning projects. 3. Peer-centered activities, including peer mentoring and tutoring. 4. Organizational and teamwork training, including team leadership training. 5. Training in decision-making, including determining priorities and problem solving. 6. Citizenship training, including life skills training such as parenting and work behavior training. 7. Civic engagement activities which promote the quality of life in a community; or 8. Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.

Participant Activity Codes

Activity Code	Activity Code Name and Definition
411	<p>Adult Mentoring</p> <p>Youth participant participated in an adult mentoring activity. Adult mentoring must last at least 12 months and be a formal relationship between a Youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. Mentoring may include workplace mentoring where the local program matches a Youth participant with an employer or employee of a company. Group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, but at a minimum, the local Youth program must match the youth with an individual mentor with whom the youth interact with on a face-to-face basis.</p> <p>Local programs should ensure appropriate processes are in place to adequately screen and select mentors. While DOL strongly prefers that case managers not serve as mentors, case managers are allowed to serve as mentors in areas where adult mentors are sparse.</p>
412	<p>Objective Assessment</p> <p>Staff conducted an objective assessment of the Youth participant's academic levels, skill levels, and service needs, which included an assessment of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs for the purpose of identifying appropriate services and career pathways. Assessments must also consider a youth's strengths rather than just focusing on areas that need improvement.</p>
413	<p>Development of Individual Employment Plan (IEP)</p> <p>Staff developed individual strategies for the Youth participant that identified career pathways that included education and employment goals, including, when appropriate, nontraditional employment, appropriate achievement objectives, and appropriate services that considered the youth's Objective Assessment.</p> <p>This code should be added to the participant's application every time the IEP is edited or updated.</p> <p>This code includes the Individual Service Strategy (ISS), the Educational Development Plan (EDP), and/or the Individualized Education Program.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
414	<p>Basic Skills Instruction</p> <p>A Youth participant, whose English, writing, and/or computing skill level was at or below the eighth grade level, received basic skills instruction that included reading, writing, mathematic, problem solving, and interpersonal skills training that enabled the Youth to communicate in English, use math, or obtain a high school diploma or GED (if applicable), to become eligible for postsecondary education or training, and to develop into a productive, employable citizen.</p>
415	<p>Enrolled in Alternative Secondary Education</p> <p>A Youth participant was enrolled, during participation, in an Alternative Education program, i.e., a separate program within a K - 12 public or charter school that was established to serve and provide a youth, whose needs are not being met in a traditional school setting.</p> <p>Note: All training services must have an Occupational Code (ONET Code) that indicates the occupation of the participant’s employment goal.</p>
416	<p>Occupational Skills Training (Approved ETPL Provider)</p> <p>An out-of-school Youth participant aged 16-24 enrolled in a CA ETPL training program designed to provide the technical skills necessary to perform a specific job or group of jobs. If using WIOA Title I Youth formula funding, the training must be funded (in whole or in part) by an Individual Training Account (ITA).</p> <p>Note: All training services must have an Occupational Code (ONET Code) that indicates the occupation of the participant’s employment goal.</p>
417	<p>Comprehensive Guidance and Counseling</p> <p>A Youth participant was provided drug and alcohol abuse counseling, mental health counseling, and/or referral to partner programs as appropriate. If referring a youth to necessary counseling that cannot be provided by the local Youth program or its service providers, the local Youth program must coordinate with the organization it refers to ensure continuity of service.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
418	<p>Adult Education (GED)</p> <p>A Youth participant was enrolled, during participation, in a high school diploma equivalency program to qualify for one of the two U.S. Department of Education, Office of Postsecondary Education's recognized high school equivalency certificate programs: 1) General Educational Development (GED) Test; or 2) the High School Equivalency Test (HiSET).</p> <p>Note: All training services must have an Occupational Code (ONET Code) that indicates the occupation of the participant's employment goal.</p>
419	<p>Supportive Service: Incentive Payment</p> <p>A participant received a payment for recognition and achievement directly tied to work experience, education, and training.</p> <p>This definition does not include Needs-Related Payments (326). Service must be provided according to the approved Local Area policy for Incentives and Bonuses. For more information about Incentives and Bonuses, refer to WSD23-08.</p> <p>This service must be provided in conjunction with a staff-assisted career service or training service. Service dates for the supportive service must be within the dates of the staff-assisted career service or training service.</p>
421	<p>Enrolled in Postsecondary Education</p> <p>A Youth participant possessing a high school diploma or equivalent enrolled in a postsecondary program, not funded by WIOA, that provided the skills, education and/or training for an in-demand occupation or industry, and grants recognized credentials or degrees. This definition does not include Occupational Skills Training (Approved ETPL Provider) (416), Youth Occupational Skills Training (Youth Service Eligible Provider List) (430), Pre-Apprenticeship Program with Occupational Skills Training (Approved ETPL Provider) (437), and Occupational Skills Training (non-ETPL or YSEPL provider) (438).</p> <p>Note: All training services must have an Occupational Code (ONET Code) that indicates the occupation of the participant's employment goal.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
424	<p>Entrepreneurial Skills Training</p> <p>A Youth participant attended entrepreneurial skills training that included, but not limited to: the elements of starting and operating a small business, business plan development, securing financing, general business law concepts, employee management, and the understanding of marketing concepts.</p>
425	<p>Work Experience (Paid)</p> <p>A Youth participant took part in a paid, planned, structured learning experience that took place in a private, for-profit, nonprofit, or public sector workplace for a limited time. The experience included such elements as: employability skills instruction or generic workplace skills; exposure to various aspects of an industry; progressively more complex tasks; the integration of basic academic skills into work activities, work adjustment, and other transition activities; entrepreneurship; and service learning.</p> <p>This definition does not include: Youth Internship (Unpaid) (408), Youth Job Shadowing (409), Work Experience (Unpaid) (426), Youth Internship (Paid) (427), or Youth On-the-Job Training (428).</p>
426	<p>Work Experience (Unpaid)</p> <p>A Youth participant took part in an unpaid, planned, structured learning experience that took place in a private, for-profit, nonprofit or public sector workplace for a limited time. The experience included such elements as employability skills instruction or generic workplace skills; exposure to various aspects of an industry; progressively more complex tasks; the integration of basic academic skills into work activities, work adjustment, and other transition activities; entrepreneurship; and service learning.</p> <p>This definition does not include: Youth Internship (Unpaid) (408), Youth Job Shadowing (409), Work Experience (Paid) (425), Youth Internship (Paid) (427), or Youth On-the-Job Training (428).</p>
427	<p>Youth Internship (Paid)</p> <p>A Youth participant took part in a paid internship in the private, for-profit, nonprofit, or public sector workplace for a limited time.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
428	<p>Youth On-the-Job Training (OJT)</p> <p>A Youth participant took part in an on-the-job training experience. The training (a) provided knowledge or skills essential to the full and adequate performance of the job; (b) provided reimbursement to the employer for up to 50% of the participant's wage rate for extraordinary costs of providing the training and additional supervision related to the training; and (c) was limited in duration appropriate to the occupation for which the participant was being trained, taking into account the training's content, the participant's prior work experience, and service strategy, as appropriate.</p>
429	<p>Enrolled in Secondary Education Program</p> <p>A Youth participant enrolled in a secondary education (high school) program during program participation.</p> <p>Note: All training services must have an Occupational Code (ONET Code) that indicates the occupation of the participant's employment goal.</p> <p>This definition does not apply to Enrolled in Alternative Secondary Education (415), or Adult Education (418).</p>
430	<p>Youth Occupational Skills Training (Youth Service Eligible Provider List)</p> <p>A Youth participant enrolled in a Youth Service Eligible Provider List training program designed to provide the technical skills necessary to perform a specific job or group of jobs.</p> <p>Note: All training services must have an Occupational Code (ONET Code) that indicates the occupation of the participant's employment goal.</p>
431	<p>Enrolled in Pre-Apprenticeship Training</p> <p>A Youth participant enrolled in a pre-apprenticeship program that has a documented partnership with at least one Registered Apprenticeship program. The pre-apprenticeship's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s).</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
432	<p>Enrolled in Apprenticeship Training (Approved ETPL Provider)</p> <p>A Youth participant enrolled in a CA ETPL Registered Apprenticeship program approved and recorded by the U.S. DOLETA, Bureau of Apprenticeship Training, or the CA DIR DAS.</p> <p>Note: All training services must have an ONET Code that indicates the occupation of the participant’s employment goal.</p>
433	<p>Career Awareness</p> <p>A Youth participant engaged in activities designed to develop knowledge of the variety of careers and occupations available based on their skill requirements, working conditions, training prerequisites, and job opportunities across a wide range of industry sectors.</p>
434	<p>Career Exploration</p> <p>A Youth participant selected an educational path, training, or a job which fits their interests, skills and abilities.</p>
435	<p>Career Counseling/Planning</p> <p>A Youth participant received advice and support in making decisions about what career paths to take. Career counseling services may include providing information about resume preparation, application preparation, interview skills, job lead development, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training (e.g., increased earning power and career mobility). This service can occur one-on-one or in a group.</p>
436	<p>Postsecondary Transition Services</p> <p>A Youth participant received services that helped them to prepare for and transition to postsecondary education and training. These services include exploring postsecondary education options (i.e., technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeships). Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines; and connecting youth to postsecondary education programs.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
437	<p>Pre-Apprenticeship Program with Occupational Skills Training (Approved ETPL Provider)</p> <p>A Youth participant enrolled in a pre-apprenticeship program that has a documented partnership with at least one Registered Apprenticeship program. The pre-apprenticeship's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s). In addition, the pre-apprenticeship program provides occupational skills training that leads to an industry-recognized certificate, credential, or license upon completion.</p> <p>If the pre-apprenticeship training does not provide occupational skills training that leads to an industry-recognized certificate, credential, or license, the Enrolled in Pre-Apprenticeship Training (431) activity code should be utilized.</p> <p>Note: All training services must have an ONET Code that indicates the occupation of the participant's employment goal.</p>
438	<p>Occupational Skills Training (non-ETPL provider)</p> <p>A Youth participant attended training designed to provide the technical skills necessary to perform a specific job or group of jobs. The training provider was not on the CA ETPL or the Youth Service Eligible Provider List. The training must be funded (in whole or in part) by WIOA Governor's Discretionary or Non-WIOA funds via a training contract.</p> <p>Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.</p>
439	<p>Education Offered Concurrently w/Workforce Prep and Training</p> <p>A Youth participant enrolled in an integrated education and training model that teaches workforce preparation activities, basic academic skills, and hands-on occupational skills training within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. While programs developing basic academic skills, which are included as part of alternative secondary school services and dropout recovery services, workforce preparation activities that occur as part of a work experience and occupational skills training can all occur separately and at different times. This activity code refers to the concurrent delivery of the services that make up an integrated education and training model.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
480	<p>Supportive Service: Child/Dependent Care</p> <p>A Youth participant received assistance with childcare or dependent care that enabled them to participate in activities authorized under WIOA.</p>
481	<p>Supportive Service: Transportation Assistance</p> <p>A Youth participant received assistance with transportation which enabled them to participate in activities authorized under WIOA.</p>
482	<p>Supportive Service: Medical</p> <p>A Youth participant received assistance with medical services which enabled them to participate in activities authorized under WIOA.</p>
483	<p>Supportive Service: Temporary Shelter</p> <p>A Youth participant received assistance with temporary shelter that enabled them to participate in activities authorized under WIOA.</p>
485	<p>Supportive Service: Other</p> <p>A Youth participant received assistance that was necessary to enable them to participate in activities authorized under WIOA. This activity code should only be used if no other Supportive Service codes apply and requires staff to document the type of service provided in a case note.</p>
487	<p>Supportive Service: Tools/Clothing</p> <p>A Youth participant received assistance with employment-related attire or tools to enable them to participant in activities authorized under WIOA.</p>
488	<p>Supportive Service: Housing Assistance</p> <p>A Youth participant received housing assistance that was necessary to enable them to participant in activities authorized under WIOA.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
489	<p>Supportive Service: Utilities</p> <p>A Youth participant received assistance with their utilities that enabled them to participant in activities authorized under WIOA.</p>
490	<p>Supportive Service: Educational Testing</p> <p>A Youth participant received financial assistance to take a high school equivalency test, or an exam for an occupation certification or credential. Supportive services can also be provided to a Youth participant with disabilities to assist with participation in certain assessments to ensure equal access and opportunity to participate in a variety of work-based learning activities.</p>
491	<p>Supportive Service: Needs-Related Payments</p> <p>A Youth participant received a needs-related payment(s) for the purpose of enabling them to participate in training. To qualify for needs-related payments, the participant must be unemployed, not qualified or ceased to qualify for UI, and be enrolled in training services under WIOA.</p>
492	<p>Supportive Service: Linkages to Community Services</p> <p>A Youth participant received assistance with linkages to community services that enabled them to participate in activities authorized under WIOA.</p>
493	<p>Supportive Service: Postsecondary Academic Materials</p> <p>A Youth participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in postsecondary education classes that enabled them to participate in activities authorized under WIOA.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
494	<p>Supportive Service: Stipend</p> <p>A participant received a fixed payment for participation in a training or other workforce activity that requires substantial regularly scheduled time commitment. Stipends are a form of financial support paid to a participant to help cover the costs associated with living expenses, travel, and/or materials needed to be successful in training or other workforce activities.</p> <p>For more information on Stipends, refer to WSD23-08.</p>
500	<p>Referred to Job: 150 Days or Greater</p> <p>The act of referring an active job seeker, or a group of job seekers, to an employer with a job opening that is 150 days or greater in length.</p> <p>This activity code may be system generated if the individual applies to a job listing in CalJOBS directly. If the code is system generated based on an individual's activity, the service is considered a basic career service (self-service) and does not trigger program participation or extend the exit clock.</p>
501	<p>Referred to Job: 4-150 Days in Length</p> <p>The act of referring an active job seeker, or a group of job seekers, to an employer with a job opening that is 4-150 days in length.</p> <p>This activity code may be system generated if the individual applies to a job listing in CalJOBS directly. If the code is system generated based on an individual's activity, the service is considered a basic career service (self-service) and does not trigger program participation or extend the exit clock.</p>
502	<p>Referred to Job: 3 Days or Less</p> <p>The act of referring an active job seeker, or a group of job seekers, to an employer with a job opening that is 3 days or less in length.</p> <p>This activity code may be system generated if the individual applies to a job listing in CalJOBS directly. If the code is system generated based on an individual's activity, the service is considered a basic career service (self-service) and does not trigger program participation or extend the exit clock.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
503	<p>Negative Referral Result</p> <p>This activity is system generated when the job seeker’s referral profile is updated to “Not Hired.”</p>
505	<p>External Job Referral by Staff</p> <p>Staff referred a participant, or a group of participants, to a job opening that is available through an outside source (not listed on CalJOBS).</p>
589	<p>Notification of Jobs via Virtual Recruiter</p> <p>This activity is system generated when staff notify a job seeker of a potential job via Virtual Recruiter.</p>
590	<p>Notification to Jobseeker of Potential Job</p> <p>This activity is system generated when staff notify a job seeker of a potential job via a CalJOBS job order.</p>
601	<p>YEOP Orientation (YEOP)</p> <p>A participant attended a Youth Employment Opportunity Program (YEOP) orientation informing them of the information and services available through the AJCC delivery system specific to YEOP. Activity can be provided as a one-on-one YEOP orientation or as a workshop.</p>
602	<p>YEOP Enrollment (YEOP)</p> <p>Staff assessed youth to be eligible for YEOP participation (based on YEOP eligibility criteria), developed a YEOP Planned Course of Action, and enrolled youth into the YEOP.</p> <p>Note: Staff must complete the CalJOBS system Objective Assessment (203) and Individual Employment Plan (205) prior to using this code to record YEOP enrollment.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
603	<p>Provision of Labor Market Information (YEOP)</p> <p>This activity is used when staff conduct labor market research on behalf of a case managed YEOP participant who requires more in-depth information than can be accessed through self-service delivery. Labor market research should be in support of the participant's goals and objectives developed through the Planned Course of Action, per the YEOP Manual.</p>
604	<p>Resume Writing Workshop (YEOP)</p> <p>Staff provided a resume writing workshop to two or more YEOP participants in need of resume writing assistance and/or cover letter format, and assistance in the development of one or both.</p> <p>This definition applies to a workshop and does not apply to one-on-one Resume Preparation Assistance & Cover Letter Preparation Assistance (codes 607 & 608).</p>
605	<p>Job Search Workshop (YEOP)</p> <p>Staff provided a job search workshop to two or more YEOP participants instructing them on resume writing, application preparation, interview skills, and job lead development.</p> <p>The definition does not include Job Finding Club (105), Resume Preparation Assistance (607), Cover Letter Preparation Assistance (608), Resume Writing Workshop (604), and Workshop (606).</p> <p>Note: Define in case notes the title of the workshop attended by YEOP participant.</p>
606	<p>Workshop (YEOP)</p> <p>Staff provided two or more YEOP participants instruction related to employment.</p> <p>This definition does not include Job Finding Club (105), Resume Preparation Assistance (607), Cover Letter Preparation Assistance (608), Resume Writing Workshop (604), and Job Search Workshop (605).</p> <p>Note: Define in case notes which type of workshop was attended.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
607	<p>Resume Preparation Assistance (YEOP)</p> <p>Staff provided a YEOP participant instruction on the content and format of resumes and assistance in the development of the resume. Assisting a participant by either inputting their resume into CalJOBS or providing a sample copy of a resume does not meet the scope of work to record this activity.</p>
608	<p>Cover Letter Preparation Assistance (YEOP)</p> <p>Staff provided a YEOP participant instruction on the content and format of cover letters and assistance in the development of a cover letter. Assisting a participant by either inputting their cover letter into CalJOBS or providing a sample copy of a cover letter does not meet the scope of work to record this activity.</p>
609	<p>Pre-Employment Training/Work Maturity (YEOP)</p> <p>A YEOP participant received services that encourage responsibility, employability, and other positive social behaviors, such as: career guidance; exposure to postsecondary educational opportunities; community and service learning projects; and citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.</p>
610	<p>Job Application Assistance (YEOP)</p> <p>Staff provided a YEOP participant instruction and guidance with the online and paper application process. Includes assistance with navigating online job applications.</p>
611	<p>Interview Preparation Assistance (YEOP)</p> <p>Staff provided a YEOP participant, one-on-one instruction and guidance on current methods for job interview preparation. May include engagement in mock interviews to prepare YEOP participants for future Interviews.</p> <p>Note: If this activity is provided as a workshop, then use Workshop (606) and identify in case notes the title of workshop. For example, "YEOP client attended the Interview Preparation Assistance workshop."</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
612	<p>Job Fair (YEOP)</p> <p>Staff provided a YEOP participant with information regarding an upcoming job fair (e.g., physical address, date, and time) to assist the participant with locating employment opportunities. This activity code can also be used if a participant attended a job fair.</p>
613	<p>Job Development Contact (YEOP)</p> <p>Staff assisted a YEOP participant by working with the employer and job seeker. Activities include but are not limited to: securing a job interview (either in-person, by telephone, or through a mail inquiry) for a job opening not currently on file; or contacting a union or employer on behalf of a particular participant. Job Development Contacts through U.S. Mail inquiries must include a cover letter introducing the client(s) and explaining the purpose of the enclosed application(s) or resume(s). A Job Development Contact may also consist of summer employment opportunities directly linked to academic and occupational learning in support of their Planned Course of Action.</p> <p>Note: Referrals to governmental and/or local public agencies for a currently advertised job listing (all sources) are not considered a valid Job Development Contact.</p>
614	<p>Job Retention Support Services (YEOP)</p> <p>Staff provided a YEOP participant with job retention support services to enable them to progress in an occupation or retain employment. Examples may include providing information about punctuality, soft skills, job etiquette, personal grooming, tattoos, attire, and related topics, all of which target job retention.</p> <p>Note: This code is used for YEOP participants who are not exiting the program.</p>
615	<p>College Application Assistance (YEOP)</p> <p>Staff assisted YEOP participants in comprehending, navigating, and completing the college application process through application review and submission.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
616	<p>Financial Aid Application Assistance: Education (YEOP)</p> <p>Staff provided YEOP participants with information on the Free Application for Federal Student Aid (FAFSA), grant opportunities, and scholarships. Provided instruction and assistance with navigation through the application process.</p>
617	<p>Financial Literacy Education (YEOP)</p> <p>A YEOP participant received financial literacy services that support the ability to do one or more of the following:</p> <ol style="list-style-type: none"> 1. Create household budgets, initiate savings plans, and make informed financial decisions about education, retirements, home ownership, wealth building, or other savings goals. 2. Manage spending, credit, and debt, including credit card debt, effectively. 3. Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy (and how to correct inaccuracies in the reports and scores), and their effect on credit terms. 4. The ability to understand, evaluate, and compare financial products, services, and opportunities. 5. Address the financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.
618	<p>Career Development (YEOP)</p> <p>Staff provided YEOP participants with detailed information, guidance, and/or activities designed to help youth explore and understand the role of work, their own skill set, different occupations and related education requirements. Participants were provided information and resources regarding connections between advanced training/education and long-term career advancement and allowed for making informed career pathway decisions.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
619	<p>Career Coaching (YEOP)</p> <p>Staff provided a YEOP participant with information, materials, suggestions, and coaching to assist participant with progress toward achieving their occupational and educational goals and objectives as identified through their YEOP Planned Course of Action recorded in their Objective Assessment (203) and Individual Employment Plan (205).</p>
620	<p>Referred to Job Corps (YEOP)</p> <p>Staff referred a YEOP participant to the WIOA Title IC program, Job Corps.</p>
621	<p>Received Fidelity Bonding Assistance (YEOP)</p> <p>Staff designated to provide bonding services verified the YEOP participant's and employer's bonding eligibility, and completed the steps required to provide an at-risk or hard-to-place YEOP participant with a fidelity bond.</p> <p>These steps include but are not limited to: Confirming the YEOP participant has a firm job offer and verified their identify (valid state/federal issued photo identification); completing the EDD Fidelity Bonding Certification Request and Employer Confirmation Letter; and submitting completed bonding requests to the Workforce Services Central Office Division, Statewide Bonding Coordinator.</p>
622	<p>Tax Credit Eligibility Determination WOTC (YEOP)</p> <p>Staff determined whether a YEOP participant conditionally qualifies as a member of a Work Opportunity Tax Credit (WOTC) target group, and if so, completed the WOTC Conditional Certification Form ETA 9062 along with any other applicable WOTC forms (e.g., ETA 9154 Youth Self-Attestation Form).</p>
623	<p>Job Referral: Non-Federal (YEOP)</p> <p>Staff referred a YEOP participant to a job opening that is not listed by a federal department or agency. This activity includes referral to jobs listed with city, county, and state agencies; jobs listed within and outside of CalJOBS, through web links, and paper applications.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
624	<p>Job Referral: Federal (YEOP)</p> <p>Staff referred a YEOP participant to a job opening listed by a federal department or agency, or other entity under the jurisdiction of the U.S. Office of Personnel Management. This definition does not include referrals to a federal contractor.</p>
625	<p>Participation in Work Experience: Internship, Job Shadowing, OJT (YEOP)</p> <p>A YEOP participant was referred to, and took part in, a paid or unpaid work experience activity such as an internship, job shadowing, or OJT opportunity in the private, for-profit, non-profit, or public sector.</p>
626	<p>Referred to Title I Services - Training & Non-Training (YEOP)</p> <p>Staff referred a YEOP participant to WIOA for enrollment into a program (training or non-training) funded under WIOA Title IB. The Title I services and/or training program leads to recognized postsecondary credentials that align with participant's educational and/or occupational goals and should align with participant's Planned Course of Action, per YEOP Manual.</p>
627	<p>Referred to Non-WIOA Training Services (YEOP)</p> <p>Staff referred a YEOP participant to non-WIOA training designed to provide the technical skills necessary to perform a specific job or group of jobs that align with the participant's YEOP goals, objectives, and their Planned Course of Action, per the YEOP Manual.</p>
628	<p>Referred to Pre-Apprenticeship Preparation (YEOP)</p> <p>A YEOP participant was referred to a pre-apprenticeship program designed to prepare youth to enter and succeed in a registered apprenticeship program that aligns with participant's educational and occupational goals and their Planned Course of Action, per the YEOP Manual.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
629	<p>Referred to Apprenticeship Training (YEOP)</p> <p>Staff referred a YEOP participant to an apprenticeship program. Such programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. Apprenticeship program should align with participant's goals, objectives, and Planned Course of Action, per the YEOP Manual.</p>
630	<p>Referred to Alternative Secondary Education (YEOP)</p> <p>A YEOP participant was referred to alternative secondary education that aligns with the YEOP participant's goals and objectives and their Planned Course of Action, per YEOP manual. This definition applies to youth who became enrolled in education at any point while participating in the YEOP. This definition does not include youth participants enrolled in adult education.</p>
631	<p>Referred to Secondary Education Program (YEOP)</p> <p>Staff referred a YEOP participant for enrollment in secondary school or any other organized program of study. This definition applies to youth who became enrolled in education at any point while a participant in the program. This definition does not apply to Alternative Secondary Education (630) or Adult Education programs (632).</p>
632	<p>Referred to Adult Education (YEOP)</p> <p>Staff referred a YEOP participant to an adult education program where the participant was enrolled and placed in such program. This definition applies to youth who became enrolled in education at any point while participating in the program. This definition does not include youth participants enrolled in Alternative Secondary Education (630).</p>
633	<p>Referred to Postsecondary Education (YEOP)</p> <p>Staff referred a YEOP participant to an institution of higher education that provides a program that leads to a recognized postsecondary credential. Per WSD23-03, "Recognized Postsecondary credential" means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved to Federal Government, or an associate or baccalaureate degree.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
634	<p>Referred to Educational Services (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral (and/or arranged for) on behalf of a YEOP participant or a group of YEOP participants, to receive assistance from a school counselor (or related) to provide the participant with career guidance and related services (such as aptitude testing) aimed at meeting their educational and occupational goals and their YEOP Planned Course of Action.</p>
635	<p>Referred to Support Service: Counseling (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and/or arranged) a community resource, on behalf of a YEOP participant, to receive comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling, and/or referral to supportive services provided by partner programs.</p> <p>Note: When referring participants to necessary counseling that cannot be provided by the local Youth program or its service providers, the local Youth program must coordinate with the organization it refers to ensure continuity of service.</p>
636	<p>Referred to Support Service: Educational Testing (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and/or arranged) a community resource, on behalf of a YEOP participant, to receive supportive services to take a high school equivalency test, or an exam for an occupation certification or credential. Supportive services can also be provided to a YEOP participant with disabilities to assist with participation in certain assessments to ensure equal access and opportunity to participate in a variety of work-based learning activities.</p>
637	<p>Referred to Supportive Service: Academic Materials (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and/or arranged) a community resource, on behalf of a YEOP participant, to receive supportive services for assistance with academic materials such as books, fees (SAT, AP, GED, etc.), school supplies, and other necessary supplies for students enrolled in secondary and postsecondary education classes.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
638	<p>Referred to Support Service: Tools/Clothing (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and/or arranged) a community resource, on behalf of a YEOP participant, to receive supportive services for assistance with employment related attire or tools for the purpose of obtaining employment.</p>
639	<p>Referred to Support Service: Child/Dependent Care (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and/or arranged) a community resource, on behalf of a YEOP participant, to receive supportive services for assistance with childcare or dependent care which enabled them to participate in activities authorized under WIOA Title IB.</p>
640	<p>Referred to Support Service: Transportation Assistance (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and/or arranged) a community resource, on behalf of a YEOP participant, to receive supportive services for assistance with transportation which enabled them to participate in activities authorized under WIOA Title IB.</p>
641	<p>Referred to Support Service: Medical (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and/or arranged) a community resource, on behalf of a YEOP participant, to receive supportive services for assistance with medical services which enabled them to participate in activities authorized under WIOA Title IB.</p>
642	<p>Referred to Support Service: Housing Assistance (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and/or arranged) a community resource, on behalf of a YEOP participant, to receive supportive services or linkages to community services for assistance with utilities, temporary shelter, or receive housing assistance. This service was provided to the participant to enable them to further progress in their occupation or retain employment.</p>

Participant Activity Codes

Activity Code	Activity Code Name and Definition
643	<p>Referred to Support Service: Other (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and received assistance with) supportive services to help with educational, employment and/or social services.</p> <p>Note: Include in client case notes the specific type of assistance received.</p>
644	<p>Referred to Support Services: Other WIOA Programs (YEOP)</p> <p>Staff, via phone call, email, or other means of direct contact, initiated a referral to (and received assistance with) supportive services to help with other WIOA programs such as Title IV (Department of Rehabilitation); Title II (Adult Education), Youth Build, etc.</p>

Activity Code	Activity Code Name and Definition
F01	<p>Referral to Community Resources</p> <p>Staff referred a participant to a community resource. This follow-up service was provided to the participant to enable them to progress further in education, training, or to retain or obtain employment.</p>
F02	<p>Referral to Medical Services</p> <p>Staff referred a participant to medical services. This follow-up service was provided to the participant to enable them to progress further in education, training, or to retain or obtain employment.</p>
F03	<p>Tracking Progress on the Job</p> <p>Staff tracked a participant's progress on the job, and identified which, if any, additional follow-up services the participant required to progress further in their occupation or employment.</p>
F04	<p>Referral to Work-Related Peer Support Group</p> <p>Staff referred a participant to a work-related peer support group after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the individual to enable them to progress further in their education, training, occupation or retain their employment.</p>
F05	<p>Assistance Securing Better Paying Job</p> <p>Staff provided a participant assistance in securing a job paying a higher wage.</p>
F06	<p>Career Development and Further Education Planning</p> <p>Staff provided a participant additional career planning and counseling. This follow-up service was provided to the participant to enable them to progress further in education, training, or to retain or obtain employment.</p>

Follow-Up Activity Codes

Activity Code	Activity Code Name and Definition
F07	<p>Assistance with Work-Related Problems</p> <p>Staff assisted a participant with a work-related problem, which may have included contacting the participant's employer. This follow-up service was provided to the individual to enable them to progress further in their occupation or to retain employment.</p>
F08	<p>Adult Mentoring</p> <p>A Youth participant received adult mentoring after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable them to progress further in education, training, or to retain or obtain employment.</p>
F09	<p>Tutoring</p> <p>Staff provided or arranged for a Youth participant to receive tutoring. This follow-up service was provided to the participant to enable them to progress further in education, training, or to retain or obtain employment.</p>
F10	<p>Leadership Development</p> <p>Staff provided and/or arranged for a Youth participant to receive Leadership Development activities. This follow-up service was provided to the participant to enable them to progress further in education, training, or to retain or obtain employment.</p>
F12	<p>Supportive Service: Transportation</p> <p>A participant received transportation assistance that enabled them to be successful in employment and/or postsecondary education and training.</p>
F13	<p>Supportive Service: Purchase Work-Related Uniform/Attire</p> <p>A participant received an allowance to purchase work-related uniforms or attire that enabled them to be successful in employment and/or postsecondary education and training.</p>

Follow-Up Activity Codes

Activity Code	Activity Code Name and Definition
F14	<p>Supportive Service: Purchase Work-Related Tools</p> <p>A participant received an allowance to purchase work-related tools that enabled them to be successful in employment and/or postsecondary education and training.</p>
F15	<p>Supportive Service: Housing Assistance</p> <p>A participant received housing assistance that enabled them to be successful in employment and/or postsecondary education and training.</p>
F16	<p>Supportive Service: Utilities</p> <p>A participant received assistance with their utilities that enabled them to be successful in employment and/or postsecondary education and training.</p>
F17	<p>Supportive Service: Dependent Care</p> <p>A participant received childcare or dependent care assistance that enabled them to be successful in employment and/or postsecondary education and training.</p>
F18	<p>Supportive Service: Medical</p> <p>A participant received assistance with medical services that enabled them to be successful in employment and/or postsecondary education and training.</p>
F19	<p>Supportive Service: Incentives/Bonus</p> <p>A participant received an incentive or bonus after being placed in training activities or education.</p>
F21	<p>Supportive Service: Educational Testing</p> <p>A participant received financial assistance in obtaining a High School equivalency certificate, a license, or other type certificate that enabled them to be successful in employment and/or postsecondary education and training.</p>

Follow-Up Activity Codes

Activity Code	Activity Code Name and Definition
F22	<p data-bbox="363 247 1052 281">Supportive Service: Postsecondary Educational Materials</p> <p data-bbox="363 348 1365 422">A participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in postsecondary education classes.</p>

Activity Code	Activity Code Name and Definition
E01	<p>Alien Labor Certification</p> <p>Under the H-2A program, local AJCC staff developed a hiring agreement with an employer that considered the local AJCC site's resources, but that did not adversely affect the site's ability to adequately serve other employers. The hiring agreement may not include provisions for staff to assist the employer in pre-employment activities such as verifying prior employment or obtaining references.</p>
E02	<p>Americans with Disabilities</p> <p>Staff contacted an employer with a job posting that appeared to be discriminatory under the <i>Americans with Disabilities Act</i> of 1990. In contacting the employer, staff provided legal job posting requirements, and informed the employer that unless the job posting's specifications can be legally justified, that the employer's job posting request could not be accommodated.</p>
E03	<p>CalJOBS Assistance</p> <p>Staff provided an employer with information regarding CalJOBS or assisted an employer with registering in CalJOBS.</p>
E04	<p>Apprenticeship</p> <p>Staff informed the employer of apprenticeship requirements and explained job order posting access.</p>
E05	<p>Bonding</p> <p>The designated AJCC staff person responsible for providing and/or arranging for bonding services, completed the required steps to provide an employer with a fidelity bond for an at-risk or hard-to-place participant. These steps include, but are not limited to, ensuring the employer meets all eligibility requirements, completing the EDD Fidelity Bonding Certification Request, completing the EDD Fidelity Bonding Employer Confirmation Letter, and submitting bonding requests to the Workforce Services Division Statewide Bonding Coordinator.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E06	<p>CalJOBS External Recruitment</p> <p>After determining that the CalJOBS job-seeker participant pool did not include qualified individuals for an employer's specific job opening, staff conducted recruitment efforts to locate qualified individuals. These efforts include, but are not limited to, contacting colleges, trade schools, professional organizations, and other employment and training providers who may have access to individuals with the employer's required skills and qualifications.</p>
E07	<p>Disability Insurance</p> <p>An AJCC sponsored a Disability Insurance seminar for employers.</p>
E08	<p>Employer Advisory Council (EAC)</p> <p>Staff provided an employer information regarding the EAC or provided services to an employer at an EAC event.</p>
E09	<p>Employer Application Issuance</p> <p>At the request of an employer, staff issued the employer's work application to job seekers. Prior to agreeing to issue the employer's work application, the staff member reviewed the work application to ensure compliance with the Department of Fair Employment and Housing pre-employment guidelines.</p>
E10	<p>Employer Recall</p> <p>Staff suspended an employer's access to CalJOBS after determining the employer violated Workforce Services' regulations and/or Federal, State, or local employment-related laws. Reasons for access suspension include but are not limited to: the employer includes discriminatory specifications in the job listing; fails to adhere to Federal, State, or local employment-related laws; misrepresents terms or conditions of employment; causes Workforce Services to receive substantiated formal or informal complaints from job seekers; and posts an invalid job opening, such as one due to a trade dispute.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E11	<p>Employment Training Panel (ETP)</p> <p>Staff assisted an employer with information regarding the ETP available programs and services, including eligibility requirements, application assistance and programs specific to an employer's business.</p> <p>This definition does not include Training for New Employees (E40), or Training for Current Employees (E41).</p>
E12	<p>Employment Law</p> <p>An AJCC sponsored a labor law seminar for employers.</p>
E13	<p>Employment Taxes</p> <p>An AJCC sponsored a payroll tax seminar for employers.</p>
E14	<p>Enterprise Zone (EZ) Tax Credits</p> <p>Staff identified a potentially eligible job seeker and referred them to the nearest Enterprise Zone-certifying agency or Enterprise Zone employer. Staff may not perform eligibility determinations, request documentation, or sign the Enterprise Tax Voucher (DOC EZ1).</p>
E15	<p>Exclusive Hiring Agreement</p> <p>Staff established an agreement with an employer that requires all job seekers to apply through CalJOBS.</p>
E16	<p>Federal Contractor Job Listing</p> <p>Staff assisted an employer with a federal job contractor job listing. Staff ensured that the federal contractor was properly identified, and that its special employment needs, particularly those relating to qualified veterans' hiring, were met to the fullest possible extent.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E17	<p>Fraud Reporting</p> <p>After receiving a job listing from a questionable employer, staff ensured the request was genuine, and represented an actual job opportunity. Questionable employer examples include employers who require unusual pre-employment action on the job-seeker's part (e.g., a deposit for some alleged service, such as training, transportation, dues, fees, or food and lodging; employers who require monetary deposits or payments), unknown employers who request permission to interview at the AJCC; employers who ask job seekers to be sent to an address that is not a normal place of business (e.g., hotel room), unknown employers who offer to provide transportation to the job site, and employers whose address or job location is vague.</p>
E18	<p>High Density Unemployment Area Resident</p> <p>Staff assisted an employer in hiring a high-density unemployment area resident.</p>
E19	<p>Internship</p> <p>Staff entered an internship into CalJOBS for an employer or publicized the internship at the AJCC.</p>
E20	<p>Job Development Contact</p> <p>Staff contacted an employer regarding Job Development Contact participation.</p>
E21	<p>Job Fairs</p> <p>Staff partnered with an appropriate entity within the community to present and/or participate in a job fair.</p>
E22	<p>Job Identification Contact</p> <p>Staff contacted a CalJOBS-registered employer for available job postings.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E23	<p>Job Listing Assistance</p> <p>Staff assisted a CalJOBS-registered employer with filling out a job listing form (DE 8203), or staff completed a job order listing in CalJOBS on behalf of the employer.</p> <p>This service does not include CalJOBS Assistance (E03).</p>
E24	<p>Job Referrals</p> <p>Staff advertised or referred an employer's CalJOBS job order to participants.</p>
E25	<p>Job Shadowing</p> <p>Staff coordinated a job shadowing experience for a qualified participant with an employer. The employer would like to hire a participant but would first like the participant to do a job shadowing.</p>
E26	<p>Labor Market Information</p> <p>Staff provided an employer with the nation, state, or local area's labor market information to assist in the employer's business plan expansion, relocation, or future hiring and training needs; or referred the employer to a labor market information consultant who prepared detailed occupational labor market for the employer.</p>
E27	<p>Local Planning, Zoning, Permits</p> <p>Staff provided an employer with Local Planning, Zoning, and Permits information.</p>
E28	<p>Marketing Package</p> <p>Staff provided an employer marketing materials containing information regarding AJCC services. Materials could include, but are not limited to, DE forms, brochures geared towards the employer, Labor Market Information Fact Sheets, and flyers.</p>
E29	<p>New Employee Registry</p> <p>Staff provided an employer with the specific information pertaining to the CA New Employee Registry.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E30	<p>On-the-Job Training</p> <p>Staff established an OJT contract with an employer. Under the contract, the employer provided occupational training to a WIOA participant in exchange for a specified percentage reimbursement of the participant's wage rate and received technical assistance from staff throughout the life of the training contract.</p>
E31	<p>Older Worker Hiring</p> <p>Staff conducted outreach efforts to employers highlighting the potential of older workers and their contributions to a diverse workforce. The outreach efforts highlighted traits that make older workers ideal candidates for employment, including their reliability, commitment, enthusiasm, and a keen know-how that comes with a lifetime of experience.</p>
E32	<p>Rapid Response (layoff or closure)</p> <p>Staff provided rapid response activities in the case of a permanent closure or mass layoff at a plant, facility or enterprise, or a natural or other disaster that resulted in mass job dislocation to assist dislocated workers in obtaining reemployment as soon as possible.</p> <p>Rapid response activities include, but are not limited to: establishing on-site contact with employers and employee representatives; providing information and access to available employment and training activities; providing an on-site presentation to employees on when to file for, how to file for, and who qualified for Unemployment Insurance; assisting in establishing a labor-management committee; voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of Dislocated Workers, and obtaining services to meet such needs; providing emergency assistance adapted to the particular closure, layoff or disaster; and providing assistance to the local community in developing a coordinated response and in obtaining access to state economic development assistance.</p>
E33	<p>Recruitment at AJCC</p> <p>An employer used an AJCC's facility and scheduling services to screen and interview job-seeking participants.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E34	<p>Reverse Referral Agreement</p> <p>Staff established an agreement with an employer to provide a handout or poster to encourage job seekers to enroll and enter a resume in CalJOBS. The rationale for this agreement is that when an employer has openings and lists them in the CalJOBS those jobseekers' resumes can be accessed by the employer. This agreement reduces business interruptions to the employer when there are no openings and expands the jobseeker participant pool in CalJOBS.</p>
E35	<p>Resume Referral</p> <p>Staff conducted a resume search to find resumes in CalJOBS that match an employer's job requirements and provided those resumes to the employer.</p>
E36	<p>Career Pathway Programs</p> <p>Staff informed employers about the Career Pathway programs, located in their local and regional area. This may include inquiring about an employer's interest and/or ability to assist with Career Pathway programs, including job shadowing, work experience sites, mentoring, speaking engagements, and employer focus groups.</p>
E37	<p>Targeted Recruitment</p> <p>Staff coordinated a focused recruitment campaign for a new business venture, or a facility needing a large number of specialized workers.</p>
E38	<p>Tax Credit Programs</p> <p>Staff informed an employer about available hiring incentives and tax credits including, but not limited to, the Work Opportunity Tax Credit (WOTC), Empowerment Zone/Renewal Community Tax Incentives, the Disabled Access Credit, and the Architectural and Transportation Tax Deduction.</p> <p>This definition does not include the Veteran Hiring Incentive Program (E43).</p>
E39	<p>Trade Assistance Act</p> <p>Staff informed an employer of TAA associated programs.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E40	<p>Training for New Employees</p> <p>Staff informed an employer of funding available through the ETP for workforce training programs and referred it to the ETP website or phone number for additional information.</p>
E41	<p>Training for Current Employees</p> <p>Staff informed an employer of funding available through the ETP for workforce training programs and referred it to the ETP website or phone number for additional information.</p>
E42	<p>Unemployment Insurance</p> <p>The AJCC sponsored a seminar for employers regarding UI.</p>
E43	<p>Veteran Hiring Incentive Program</p> <p>Staff informed an employer about the Work Opportunity Tax Credit (WOTC) and that "Qualified Veterans" is one of the WOTC target groups that may qualify the employer for a tax credit.</p>
E44	<p>Welfare Recipient Hiring</p> <p>Staff assisted an employer in hiring a welfare recipient.</p>
E45	<p>Work Experience Programs</p> <p>Staff coordinated with an employer to provide a participant with Work Experience, and technical assistance throughout the life of the contract. Work Experience is a planned, structured learning experience that takes place in a workplace for a limited time. It may be paid or unpaid, as appropriate, and may be in the private for-profit sector, the nonprofit sector, or the public sector.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E46	<p>Workforce Innovation and Opportunity Act (WIOA)</p> <p>Staff informed an employer of available WIOA employer services that include, but are not limited to, customized training, OJT reimbursement assistance, and training subsidies.</p>
E47	<p>Work Opportunity Tax Credit (WOTC)</p> <p>Staff processed an employer's application for WOTC certification. Application processing includes, but is not limited to, ensuring the applicable forms (i.e., IRS 8850 [Pre-screening Notice and Certification Request], ETA 9061 [Individual Characteristics Form], and ETA 9154 [Youth Self-Attestation Form]) are accurately completed; conducting an employee background check to ensure the employer received the highest tax credit they are eligible for; inform the employer that the application must be post-marked no later than the 28th calendar day following the new employee's start date; if necessary, sending a request to employer for more information; and sending the employer a certification or denial letter.</p>
E48	<p>Youth Employment Opportunities</p> <p>A YEOP Specialist contacted an employer for the purposes of informing the employer about YEOP and encouraging the employer to hire a Youth participant.</p>
E51	<p>CalJOBS Suppressed Job Listing Referral</p> <p>Staff entered a suppressed job listing into CalJOBS and assisted the employer in filling the opening through either of the following service levels: resume search service (staff screen and select job-seeking participants and send the resumes of participants who match the job requirements), or mediated staff services (staff screen and select participants and provide them with the employer contact instructions).</p>
E52	<p>OFCCP Employer Outreach</p> <p>Staff conducted outreach to a contractor or subcontractor that holds any federal or federally assisted construction contract more than \$10,000. Services may include assistance with the Office of Federal Contract Compliance Programs (OFCCP) requirements, such as affirmative action and equal employment opportunity.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E54	<p>Lay-Off Aversion Activities</p> <p>Staff provided lay-off aversion strategies and activities designed to prevent or minimize a participant's unemployment. These strategies include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Ongoing engagement and partnership-building activities with local businesses and community to avert layoffs and assist Dislocated Workers in obtaining employment as soon as possible. 2. Provide employers assistance in reduction-in-force management. 3. Fund feasibility studies to determine if the company's operations might be sustained through a buyout or other means. 4. Develop and/or manage incumbent worker programs via connecting companies to state Short-Time Compensation or other programs to prevent layoffs; quickly re-employ Dislocated Workers; business loans for employee skill upgrading, along with other available government and local resources. 5. Establish linkages at the federal, state, and local levels, including the Department of Commerce, state and local resources available for business retention and expansion; partner or contract with business-focused organizations to assess risks to companies and how those risks can be ameliorated; analyses of affected company's suppliers to assess their risks and vulnerabilities. 6. Connect businesses and workers to short-term, OJT, or customized training programs, and/or apprenticeships before or after layoffs to facilitate rapid re-employment. 7. Locally defined layoff activities.
E55	<p>Candidate Pre-Screen (on behalf of employer)</p> <p>Staff provided an employer, employer association, or other such organization, customized screening and referral of qualified participants; or in addition to Wagner-Peyser services, received customized employment-related services on a fee-for-service basis; and/or was provided business services and strategies that met the workforce investment needs of area employers, as determined by the Local Board, and consistent with the local plan.</p>
E56	<p>Other Referral (referred to other agency for service)</p> <p>Staff referred an employer/company to another public agency to obtain services not available through WIOA/EDD/TAA programs.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E57	<p>Follow-Up with Employer on New Hires</p> <p>Staff contacted the employer to determine if a hired participant was successful, and to provide as-needed additional assistance to the employer to ensure satisfaction with the business services provided by staff.</p>
E59	<p>Follow-Up with Employer on Referred Candidate</p> <p>Staff contacted an employer via phone, email, or in person to follow-up on a candidate referred by staff to a CalJOBS job listing.</p>
E60	<p>Employer Networking</p> <p>Staff provided an employer with information regarding AJCC services to establish a relationship, or to maintain an existing relationship.</p>
E61	<p>HR Consultation Services</p> <p>Staff provided the employer with Human Resource (HR) related services, such as pre-employment testing, background checks and assistance in completing the I-9 paperwork, and providing employers with job and task analysis services, and absenteeism analysis.</p>
E62	<p>Referral to Community Resource</p> <p>Staff provided a proactive linkage and referral to community resources that support the employer's workforce needs.</p>
E63	<p>Veteran Employer Council (VEC)</p> <p>Staff provided an employer information regarding the VEC or provided AJCC services to an employer at a VEC event.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E64	<p>Small Business Downsizing/Closure Assistance</p> <p>Staff provided services to a small business that is downsizing or expected to go out of business. Assistance may include onsite visits to provide the employer with information on the available AJCC services for affected employees and referrals to appropriate community resources.</p>
E65	<p>Engaged In Strategic Planning/Economic Development</p> <p>Staff engaged in workforce investment strategic planning or business growth and economic development strategic planning. These activities include, but are not limited to, participating in community-based strategic planning; sponsoring employer forums; securing information on industry trends; providing information for the purpose of corporate economic development planning; partnering in collaborative efforts to identify workforce challenges; and developing ways to address those challenges.</p>
E66	<p>Accessed Untapped Labor Pools</p> <p>Staff established pipeline activities in partnership with the public workforce system to access untapped labor pools. These activities include, but are not limited to: outreach to youth, veterans, individuals with disabilities, older workers, ex-offenders, and other targeted demographic groups; industry awareness campaigns; joint partnerships with high schools, community colleges, or other education programs to improve skill levels; and programs to address limited English proficiency and vocational training.</p>
E67	<p>Customized Training</p> <p>Staff provided publicly funded customized training assistance to an employer.</p>
E68	<p>Incumbent Worker Training</p> <p>Staff provided publicly funded incumbent worker training assistance to an employer.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E69	<p>Follow-Up with Employer-on-Employer Services</p> <p>Staff contacted the employer to determine if employer services that were provided by the AJCC were successful.</p>
E70	<p>Youth Outreach and Marketing Presentation</p> <p>Staff conducted presentations at entities (e.g., employers, community-based organizations, schools, workforce partners) in the community serving youth on the available EDD and partner youth services and resources as part of the YEOP expansion effort.</p>
E71	<p>Youth Outreach and Marketing Contact</p> <p>Staff contacted entities (e.g., employers, community-based organizations, schools, workforce partners) serving youth to schedule an appointment to provide information on the available EDD and partner youth services and resources as part of the YEOP expansion effort.</p>
E72	<p>DOLVETS Hire Medallion Program (HVMP)</p> <p>Staff provided information regarding the HVMP that recognizes employers who hire and retain veterans throughout the year and have dedicated resources for their veteran employees.</p>
E73	<p>Reasonable Accommodation</p> <p>Staff provided information on reasonable accommodations that may include, but is not limited to, physical change, accessible communication and assistive technologies, modified work tasks, and policy enhancements.</p>
E76	<p>Regional Sector Partnership Referrals</p> <p>Staff refer an employer in a priority industry to Industry Sector Partnerships.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E90	<p data-bbox="365 289 722 321">Referred Qualified Applicants</p> <p data-bbox="365 394 1372 468">Staff referred client to employer based on their review of the client's resume, skills and qualifications.</p> <p data-bbox="365 499 1096 531">*This code is system generated at time of client referral.</p>
E92	<p data-bbox="365 573 933 604">Notification to Employer of Potential Applicant</p> <p data-bbox="365 678 836 709">Staff notified client of potential job.</p> <p data-bbox="365 741 1144 772">*This code is system generated at time of client notification.</p>

#	Activity Code Name	Program Affiliation					Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)	
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP					TAA
002	Self-Service AJCC Employment and Workforce Information Service	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1100, 1101, 1103	1
004	Self-Service Information on Training Providers/Performance Outcomes	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1100, 1101, 1103	1
005	Self-Service Labor Market Research	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
006	Self-Service Job Search through CalJOBS	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
06M	Self-Service Job Search through Mobile App	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
007	Self-Service Initial Resume	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
008	Self-Service Resume: Update and Additions	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
010	Tracking Co-funded Services	x	x					Housekeeping	NO	Not Reported	NA
050	Information on DI or PFL	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
051	Information on Social Services Programs	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
052	Information on other Public Assistance Programs	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
053	Information on AJCC Core or Partner Programs	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
080	Complaint Process Information	x	x	x	x		x	Housekeeping	NO	Not Reported	1
089	Self-Service Informed of Veteran Priority of Service	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
090	Self-Service Skills Self-Assessment	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
094	NFJP - Outside Agency			x				Housekeeping	NO	Not Reported	1
097	NFJP - In House			x				Housekeeping	NO	Not Reported	1
101	Orientation	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1007, 1101	1
102	Initial Assessment	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1102, 1220	1
103	Provision of Information on Training Providers/Performance Outcomes	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1100, 1101	1
105	Job Finding Club	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1102, 1104, 1214, 1220	1
106	In Program "Follow-Up"	x		x	x			Housekeeping	NO	Not Reported	1
107	Provision of Labor Market Information	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
108	Referred To WIOA Services (not training)	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
109	Referred To Community Resource	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
110	Attended Rapid Response	x		x	x			Basic Career Service (Self-Service)	NO	1501	1
112	Job Fair	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101	1
114	Job Referral: Federal Contractor Job Listing (FCJL)	x			x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1109, 1215, 1218	1
115	Resume Preparation Assistance	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
117	UI General Information	x		x	x			Basic Career Service (Self-Service)	NO	1000, 1002, 1100, 1101	1
118	UI Claims Assistance	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1112	1
119	Financial Aid Assistance	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
120	Use of AJCC Resource Room	x			x			Basic Career Service (Self-Service)	NO	1000, 1002, 1101	1

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Program Affiliation					Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP				
121	Job Referral: Job Outside CalJOBS (non-Federal)	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1215	1
122	Job Referral: Federal	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1108, 1215, 1217	1
123	Job Development Contacts	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
124	Received Bonding Assistance	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
125	Job Search and Placement Assistance	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1105, 1214, 1215	1
126	Tax Credit Eligibility Determination (includes WOTC)	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
130	Proficiency Testing	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
131	Testing as Requested by Employer	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
132	Resume Writing Workshop	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
133	Job Search Workshop	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
134	Workshop	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
135	Referred to Mentorship	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
140	Referred To Other Federal/State Assistance	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
147	Personalized Job Search Assistance Workshop (PJSA)				x		Housekeeping	NO	Not Reported	1
159	Referred to NFJP: WIOA 167 Grantee	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
160	Referred to JVSG Services: SBE	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1114=1	1
161	Referred to JVSG Services: TSM	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1114=2	1
162	Referred to JVSG Services: Medical or Caregiver	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1114=3	1
164	Referred to VA Services: 9/11 GI Bill	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1115=2	1
165	Referred to VA Services: Montgomery Bill	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1115=3	1
166	Referred to VA Services: GI Bill and Montgomery Bill	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1115=4	1
167	Referred to VA Services: Other	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1115=5	1
169	Referred to VA Services: VR&E Program	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1006, 1115=1	1
179	Job Referral: Outside Web-Link	x			x		Basic Career Service (Self-Service)	NO	1000, 1002, 1101, 1103	1
180	Supportive Service: Child/Dependent Care	x		x			Supportive Service	NO	1409	1
181	Supportive Service: Transportation Assistance	x		x			Supportive Service	NO	1409	1
182	Supportive Service: Medical	x		x			Supportive Service	NO	1409	1
183	Supportive Service: Incentives/Bonuses	x		x			Supportive Service	NO	1409	1
184	Supportive Service: Temporary Shelter	x		x			Supportive Service	NO	1409	1
185	Supportive Service: Other	x		x			Supportive Service	NO	1409	1

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Program Affiliation					Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP				
186	Supportive Service: Seminar/Workshop Allowance	x		x			Supportive Service	NO	1409	1
187	Supportive Service: Job Search Allowance	x		x			Supportive Service	NO	1409	1
188	Supportive Service: Tools/Clothing	x		x			Supportive Service	NO	1409	1
189	Supportive Service: Housing Assistance	x		x			Supportive Service	NO	1409	1
190	Supportive Service: Utilities	x		x			Supportive Service	NO	1409	1
191	Supportive Service: Educational Testing	x		x			Supportive Service	NO	1409	1
192	Supportive Service: Postsecondary Academic Materials	x		x			Supportive Service	NO	1409	1
194	Reemployment Services and Eligibility Assessment (RESEA)				x		Housekeeping	NO	Not Reported	1
195	RESEA Additional Mandatory Career Service				x		Housekeeping	NO	Not Reported	1
197	Supportive Service: Stipend	x		x			Supportive Service	NO	1409	1
200	Individual Counseling	x		x	x	x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1213, 1322	1
201	Group Counseling	x		x	x	x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1213, 1322	1
202	Career Guidance/Planning	x		x	x	x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1213, 1322	1
203	Objective Assessment	x		x	x	x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1213, 1322	1
204	Interest and Aptitude Testing	x		x	x	x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1213, 1322	1
205	Development of Individual Employment Plan (IEP)	x		x	x	x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1202, 1213, 1322	1
206	Referred to Registered Apprenticeship Program	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1106, 1216	1
207	Referred to Job Corps	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1106, 1216	1
208	Referred to Other Federal Training (non-WIOA Title IB)	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1106, 1216	1
209	Referred to State and Local Training (non-WIOA)	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
210	Referred to Educational Services (non-Federal/State/Local)	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
211	Referred to WIOA Title IB Training				x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1106, 1216	1
213	Mentorship	x		x	x		Individualized Career Service	YES	1004, 1005, 1200, 1201, 1213	90
214	Referral to Adult Literacy, Basic Skills, or GED Preparation	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1106, 1216	1
215	Short-Term Prevocational Services	x		x	x	x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1210, 1213, 1322	7
216	Out-of-Area Job Search Assistance	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
217	Relocation Assistance	x		x	x	x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1213	1
218	Referred to Internship	x		x	x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
219	Work Experience	x		x	x		Individualized Career Service	YES	1004, 1005, 1200, 1201, 1203, 1205=2, 1213, 2217	180
221	Financial Literacy Education	x		x	x		Individualized Career Service	YES	1004, 1005, 1200, 1201, 1206, 1213	90

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Program Affiliation						Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP	TAA				
222	English Language Learner (ELL)	x		x	x			Individualized Career Service	YES	1004, 1005, 1200, 1201, 1207, 1213, 2221	90
224	Pre-Apprenticeship Training	x		x	x			Individualized Career Service	YES	1004, 1005, 1200, 1201, 1203, 1205=3, 1213, 2217	180
226	Reading and/or Math Testing	x		x	x		x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
227	Disaster Relief Employment/Temporary Job (NDWG only)							Dislocated Worker Grants	YES	2004	NA
231	Waiver: Recall (TAA Only)						x	Miscellaneous	NO	1321=1, 1323	180
232	Waiver: Marketable Skills (TAA Only)						x	Miscellaneous	NO	1321=2, 1323	180
233	Waiver: Retirement (TAA Only)						x	Miscellaneous	NO	1321=3, 1323	180
234	Waiver: Poor Health (TAA Only)						x	Miscellaneous	NO	1321=4, 1323	180
235	Waiver: Delay for Training (TAA Only)						x	Miscellaneous	NO	1321=5, 1323	180
236	Waiver: Training Not Available (TAA Only)						x	Miscellaneous	NO	1321=6, 1323	180
237	Approved Out-of-Area Job Search Allowance (TAA Only)						x	Miscellaneous	NO	1505	1
238	Information on Available Training (TAA Only)						x	Individualized Career Service	YES	1200, 1201, 1322	1
239	Information on Financial Aid (TAA Only)						x	Individualized Career Service	YES	1200, 1201, 1322	1
241	Resume Preparation Assistance (TAA Only)						x	Individualized Career Service	YES	1200, 1201, 1322	1
242	Job Search and Placement Assistance (TAA Only)						x	Individualized Career Service	YES	1200, 1201, 1322	1
243	Provision of LMI Information (TAA Only)						x	Individualized Career Service	YES	1200, 1201, 1322	1
244	Information on Supportive Services (TAA Only)						x	Individualized Career Service	YES	1200, 1201, 1322	1
245	Initial Assessment (TAA Only)						x	Individualized Career Service	YES	1200, 1201, 1322	1
300	Occupational Skills Training (Approved ETPL Provider)	x		x			x	Training Service	YES	1300, 1303=6, 1310=6, 1315=6, 2220	NA
301	On-the-Job Training (OJT)	x		x			x	Training Service	YES	1300, 1303=1, 1310=1, 1315=1, 2218	NA
302	Entrepreneurial Training (Approved ETPL Provider)	x		x				Training Service	YES	1300, 1303=3, 1310=3, 1315=3	NA
304	Customized Training	x		x			x	Training Service	YES	1300, 1303=5, 1310=5, 1315=5	NA
305	Skills Upgrading and Retraining (Approved ETPL Provider)	x		x				Training Service	YES	1300, 1303=2, 1310=2, 1315=2	NA
306	Prerequisite Training (Approved ETPL Provider)	x		x			x	Training Service	YES	1300, 1303=8, 1310=8, 1315=8	NA
307	Pre-Apprenticeship Program w/Occupational Skill Training (Approved ETPL Provider)	x		x			x	Training Service	YES	1004, 1005, 1200, 1201, 1203, 1205=3, 1213, 1300, 1303=6, 1310=6, 1315=6, 2220	NA
308	Incumbent Worker Training	x		x				Training Service	NO	907	NA
312	Placed in Federal Training (includes TAA and WIOA)	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1107	1
313	Placed in State and Local Training (non-TAA, non-WIOA)	x		x	x			Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
315	Tracking for Non-WIOA Training	x		x	x			Housekeeping	NO	Not Reported	NA

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Program Affiliation					Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP				
321	Transitional Job	x		x	x		Individualized Career Service	YES	1004, 1005, 1200, 1201, 1203, 1205=6, 1211, 1213	NA
322	Job Readiness Training	x		x			Training Service	YES	1300, 1303=12, 1310=12, 1315=12	NA
323	Workplace Training & Cooperative Education (Approved ETPL Provider)	x		x			Training Service	YES	1300, 1303=6, 1310=6, 1315=6, 2220	NA
324	Adult Education with Training Services (Approved ETPL Provider)	x		x		x	Training Service	YES	1300, 1303=4, 1310=4, 1315=4	NA
325	Apprenticeship Training (Approved ETPL Provider)	x		x		x	Training Service	YES	1300, 1303=9, 1310=9, 1315=9	NA
326	Supportive Service: Needs-Related Payments (Training)	x		x			Supportive Service	NO	1500	1
327	Supportive Service: Training Allowance	x		x			Supportive Service	NO	1409, 2105	1
328	Occupational Skills Training (non-ETPL provider)	x		x		x	Training Service	YES	1300, 1303=6, 1310=6, 1315=6, 2220	NA
330	Local Board Determination Training	x		x			Training Service	YES	1300, 1303=6, 1310=6, 1315=6, 2220	NA
331	Approved Travel in Training (TAA Only)					x	Miscellaneous	NO	1324, 1325	1
332	Approved Subsistence in Training (TAA Only)					x	Miscellaneous	NO	1324, 1325	1
333	Approved Remedial Training for those with GED/HS Diploma (TAA Only)					x	Training Service	YES	1300, 1303=7, 1310=7, 1315=7	NA
339	Approved GED Training (TAA Only)					x	Training Service	YES	1300, 1303=7, 1310=7, 1315=7	NA
341	Approved Remedial Training for those with GED/HS Diploma - Approved by other State (TAA Only)					x	Training Service	YES	1300, 1303=7, 1310=7, 1315=7	NA
346	Out-of-State Training Provider	x		x			Training Service	YES	1300, 1303=6, 1310=6, 1315=6, 2220	NA
355	English Language Learner Training (TAA Only)					x	Training Service	YES	1300, 1303=7, 1310=7, 1315=7	NA
400	Youth Summer Employment		x				Youth Service	YES	1004, 1200, 1201, 1203, 1205=1, 1405	90
406	Tutoring, Study Skills Training & Instruction		x				Youth Service	YES	1402	90
407	Financial Literacy Education		x				Youth Service	YES	1004, 1200, 1201, 1206	180
408	Youth Internship (Unpaid)		x				Youth Service	YES	1004, 1200, 1201, 1203, 1205=2, 1405	180
409	Youth Job Shadowing		x				Youth Service	YES	1004, 1200, 1201, 1203, 1205=4, 1405	90
410	Leadership Development Services		x				Youth Service	YES	1408	1
411	Adult Mentoring		x				Youth Service	YES	1410	1
412	Objective Assessment		x				Housekeeping	NO	Not Reported	1
413	Development of Individual Employment Plan (IEP)		x				Housekeeping	NO	Not Reported	1
414	Basic Skills Instruction		x				Youth Service	YES	1402	NA
415	Enrolled in Alternative Secondary Education		x				Youth Training Service	YES	1403	NA
416	Occupational Skills Training (Approved ETPL Provider)		x				Youth Training Service	YES	1300, 1303=10, 1310=10, 1315=10	NA

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Program Affiliation					Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP				
417	Comprehensive Guidance and Counseling		x				Youth Service	YES	1411	1
418	Adult Education (GED)		x				Youth Training Service	YES	1403	90
419	Supportive Service: Incentive Payment		x				Youth Service	YES	1409	1
421	Enrolled in Postsecondary Education		x				Youth Training Service	YES	1300, 1303=10, 1310=10, 1315=10	NA
424	Entrepreneurial Skills Training		x				Youth Service	YES	1413	180
425	Work Experience (Paid)		x				Youth Service	YES	1004, 1200, 1201, 1203, 1205=2, 1405	180
426	Work Experience (Unpaid)		x				Youth Service	YES	1004, 1200, 1201, 1203, 1205=2, 1405	180
427	Youth Internship (Paid)		x				Youth Service	YES	1004, 1200, 1201, 1203, 1205=2, 1405	180
428	Youth On-the-Job Training (OJT)		x				Youth Service	YES	1004, 1200, 1201, 1203, 1205=5, 1405	NA
429	Enrolled in Secondary Education Program		x				Youth Training Service	YES	1401, 1402	NA
430	Youth Occupational Skills Training (Youth Service Eligible Provider List)		x				Youth Training Service	YES	1300, 1303=10, 1310=10, 1315=10	NA
431	Enrolled in Pre-Apprenticeship Training		x				Youth Service	YES	1004, 1200, 1201, 1203, 1205=3, 1405	NA
432	Enrolled in Apprenticeship Training (Approved ETPL Provider)		x				Youth Training Service	YES	1300, 1303=9, 1310=9, 1315=9	NA
433	Career Awareness		x				Youth Service	YES	1414	1
434	Career Exploration		x				Youth Service	YES	1414	1
435	Career Counseling/Planning		x				Youth Service	YES	1414	1
436	Postsecondary Transition Services		x				Youth Service	YES	1415	1
437	Pre-Apprenticeship Program with Occupational Skills Training (Approved ETPL Provider)		x				Youth Training Service	YES	1004, 1200, 1201, 1203, 1205=3, 1300, 1303=10, 1310=10, 1315=10	NA
438	Occupational Skills Training (non-ETPL or YSEPL provider)		x				Youth Training Service	YES	1300, 1303=10, 1310=10, 1315=10	NA
439	Education Offered Concurrently w/Workforce Prep and Training		x				Youth Service	YES	1407	NA
480	Supportive Service: Child/Dependent Care		x				Youth Service	YES	1409	1
481	Supportive Service: Transportation Assistance		x				Youth Service	YES	1409	1
482	Supportive Service: Medical		x				Youth Service	YES	1409	1
483	Supportive Service: Temporary Shelter		x				Youth Service	YES	1409	1
485	Supportive Service: Other		x				Youth Service	YES	1409	1
487	Supportive Service: Tools/Clothing		x				Youth Service	YES	1409	1
488	Supportive Service: Housing Assistance		x				Youth Service	YES	1409	1
489	Supportive Service: Utilities		x				Youth Service	YES	1409	1
490	Supportive Service: Educational Testing		x				Youth Service	YES	1409	1
491	Supportive Service: Needs-Related Payments		x				Youth Service	YES	1409	1
492	Supportive Service: Linkages to Community Services		x				Youth Service	YES	1409	1
493	Supportive Service: Postsecondary Academic Materials		x				Youth Service	YES	1409	1
494	Supportive Service: Stipend		x				Youth Service	YES	1409	1
500	Referred To Job: 150 Days or Greater	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1215	1

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Program Affiliation					Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP				
501	Referred To Job: 4 - 150 Days In Length	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1215	1
502	Referred To Job: 3 Days or Less	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1215	1
503	Negative Referral Result	x			x		Housekeeping	NO	Not Reported	1
505	External Job Referral by Staff	x			x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1215	1
589	Notification of Jobs via Virtual Recruiter				x		Housekeeping	NO	Not Reported	1
590	Notification to Jobseeker of Potential Job				x		Basic Career Service (Self-Service)	NO	1000, 1002, 1101	1
601	YEOP Orientation					x	Basic Career Service (Self-Service)	NO	1000, 1002, 1007, 1101	1
602	YEOP Enrollment					x	Housekeeping	NO	Not Reported	1
603	Provision of Labor Market Information (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
604	Resume Writing Workshop (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
605	Job Search Workshop (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
606	Workshop (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
607	Resume Preparation Assistance (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
608	Cover Letter Preparation Assistance (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
609	Pre-Employment Training/Work Maturity (YEOP)					x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1210, 1213	7
610	Job Application Assistance (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
611	Interview Preparation Assistance (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1104, 1214	1
612	Job Fair (YEOP)					x	Basic Career Service (Self-Service)	NO	1000, 1002, 1101	1
613	Job Development Contacts (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
614	Job Retention Support Services (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
615	College Application Assistance (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
616	Financial Aid Application Assistance: Education (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
617	Financial Literacy Education (YEOP)					x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1206, 1213	90
618	Career Development (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1102, 1220	1
619	Career Coaching (YEOP)					x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1213	1
620	Referred to Job Corps (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1106, 1216	1
621	Received Fidelity Bonding Assistance (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
622	Tax Credit Eligibility Determination WOTC (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
623	Job Referral: Non-Federal (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1215	1
624	Job Referral: Federal (YEOP)					x	Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1105, 1108, 1215, 1217	1
625	Participation in Work Experience: Internship, Job Shadowing, OJT (YEOP)					x	Individualized Career Service	YES	1004, 1005, 1200, 1201, 1203, 1205=2, 1213, 2217	180

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Program Affiliation					Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)	
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP					TAA
626	Referred to Title I Services - Training & Non-Training (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
627	Referred to Non-WIOA Training Services (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1106, 1216	1
628	Referred to Pre-Apprenticeship Preparation (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
629	Referred to Apprenticeship Training (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1106, 1216	1
630	Referred to Alternative Secondary Education (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
631	Referred to Secondary Education Program (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
632	Referred to Adult Education (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
633	Referred to Postsecondary Education (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
634	Referred to Educational Services (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1116, 1219	1
635	Referred to Support Service: Counseling (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
636	Referred to Support Service: Educational Testing (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
637	Referred to Supportive Service: Academic Materials (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
638	Referred to Support Service: Tools/Clothing (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
639	Referred to Support Service: Child/Dependent Care (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
640	Referred to Support Service: Transportation Assistance (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
641	Referred to Support Service: Medical (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
642	Referred to Support Service: Housing Assistance (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
643	Referred to Support Service: Other (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
644	Referred to Support Service: Other WIOA Programs (YEOP)					x		Basic Career Service (Staff-Assisted)	YES	1001, 1003, 1004, 1005, 1113	1
F01	Referral to Community Resources	x	x	x	x			Follow-up	NO	1412, 1503	1
F02	Referral to Medical Services	x	x	x	x			Follow-up	NO	1412, 1503	1
F03	Tracking Progress on the Job	x	x	x	x			Follow-up	NO	1412, 1503	1
F04	Referral to Work-Related Peer Support Group	x	x	x	x			Follow-up	NO	1412, 1503	1

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Program Affiliation						Reporting Category	Restart Exit Clock?	PIRL	Duration (Days)
		Adult / DW	Youth	NFJP	WP/ JVSG/ MSFW	YEOP	TAA				
F05	Assistance Securing Better Paying Job	x	x	x	x			Follow-up	NO	1412, 1503	1
F06	Career Development and Further Education Planning	x	x	x	x			Follow-up	NO	1412, 1503	1
F07	Assistance with Work-Related Problems	x	x	x	x			Follow-up	NO	1412, 1503	1
F08	Adult Mentoring		x					Follow-up	NO	1412, 1503	1
F09	Tutoring	x	x	x	x			Follow-up	NO	1412, 1503	1
F10	Leadership Development	x	x	x	x			Follow-up	NO	1412, 1503	1
F12	Supportive Service: Transportation	x	x	x				Follow-up	NO	1412, 1503	1
F13	Supportive Service: Purchase Work-Related Uniform/Attire	x	x	x				Follow-up	NO	1412, 1503	1
F14	Supportive Service: Purchase Work-Related Tools	x	x	x				Follow-up	NO	1412, 1503	1
F15	Supportive Service: Housing Assistance	x	x	x				Follow-up	NO	1412, 1503	1
F16	Supportive Service: Utilities	x	x	x				Follow-up	NO	1412, 1503	1
F17	Supportive Service: Dependent Care	x	x	x				Follow-up	NO	1412, 1503	1
F18	Supportive Service: Medical	x	x	x				Follow-up	NO	1412, 1503	1
F19	Supportive Service: Incentives/Bonus	x	x	x				Follow-up	NO	1412, 1503	1
F21	Supportive Service: Educational Testing	x	x	x				Follow-up	NO	1412, 1503	1
F22	Supportive Service: Postsecondary Educational Materials	x	x	x				Follow-up	NO	1412, 1503	1

CalJOBSSM Activity Codes and Performance Crosswalk

Credential Attainment – A participant is included in this measure if they exited from the program and were in either a postsecondary education or training program (other than OJT or customized training) OR in a secondary education program at or above the 9th grade level without a secondary school diploma or its equivalent. In addition to the activities noted below, inclusion in the measure may also be triggered by the "school status" questions in the application, activity code closure and closure form.

Measurable Skill Gains (MSG) – A participant is included in this measure if they are in an education or training program. In addition to the activities noted below, inclusion in the measure may also be triggered by the “school status” questions in the application, activity code closure, or case closure; co-enrollment in Adult Education, Job Corps, Youth Build or Vocational Education in program entry (from application); OR co-enrollment in partner programs (on the activity code).

#	Activity Code Name	Program Affiliation			Credential Attainment	MSG
		Adult & DW	Youth	TAA		
300	Occupational Skills Training (Approved ETPL Provider)	x		x	x	x
301	On-the-Job Training (OJT)	x		x		x
302	Entrepreneurial Training (Approved ETPL Provider)	x			x	x
304	Customized Training	x		x		x
305	Skills Upgrading and Retraining (Approved ETPL Provider)	x			x	x
306	Prerequisite Training (Approved ETPL Provider)	x		x	x	x
307	Pre-Apprenticeship Program w/Occupational Skill Training (Approved ETPL Provider)	x		x	x	x
322	Job Readiness Training	x				x
323	Workplace Training & Cooperative Education (Approved ETPL Provider)	x			x	x
324	Adult Education with Training Services (Approved ETPL Provider)	x		x	x	x
325	Apprenticeship Training (Approved ETPL Provider)	x		x	x	x
328	Occupational Skills Training (non-ETPL provider)	x		x	x	x
330	Local Board Determination Training	x			x	x

#	Activity Code Name	Program Affiliation			Credential Attainment	MSG
		Adult & DW	Youth	TAA		
333	Approved Remedial Training for those with GED/HS Diploma			x	x	x
339	Approved GED Training			x	x	x
341	Approved Remedial Training for those with GED/HS Diploma - Approved by other State			x	x	x
346	Out-of-State Training Provider	x			x	x
355	English Language Learner Training			x	x	x
415	Enrolled in Alternative Secondary Education		x		x	x
416	Occupational Skills Training (Approved ETPL Provider)		x		x	x
418	Adult Education (GED)		x		x	x
421	Enrolled in Postsecondary Education		x		x	x
429	Enrolled in Secondary Education Program		x		x	x
430	Youth Occupational Skills Training (Youth Service Eligible Provider List)		x		x	x
432	Enrolled in Apprenticeship Training (Approved ETPL Provider)		x		x	x
437	Pre-Apprenticeship Program with Occupational Skills Training (Approved ETPL Provider)		x		x	x
438	Occupational Skills Training (non-ETPL provider)		x		x	x
439	Education Offered Concurrently w/ Workforce Prep and Training		x		x	x

#	Activity Code Name	Reporting Category
E01	Alien Labor Certification	Workforce Recruitment Assistance
E02	Americans with Disabilities	Workforce Recruitment Assistance
E03	CalJOBS Assistance	Workforce Recruitment Assistance
E04	Apprenticeship	Workforce Recruitment Assistance
E05	Bonding	Employer Information and Support Services
E06	CalJOBS External Recruitment	Workforce Recruitment Assistance
E07	Disability Insurance	Employer Information and Support Services
E08	Employer Advisory Council (EAC)	Employer Information and Support Services
E09	Employer Application Issuance	Workforce Recruitment Assistance
E10	Employer Recall	Miscellaneous
E11	Employment Training Panel (ETP)	Employer Information and Support Services
E12	Employment Law	Employer Information and Support Services
E13	Employment Taxes	Employer Information and Support Services
E14	Enterprise Zone (EZ) Tax Credits	Employer Information and Support Services
E15	Exclusive Hiring Agreement	Workforce Recruitment Assistance
E16	Federal Contractor Job Listing	Workforce Recruitment Assistance
E17	Fraud Reporting	Miscellaneous
E18	High Density Unemployment Area Resident	Workforce Recruitment Assistance
E19	Internship	Workforce Recruitment Assistance
E20	Job Development Contact	Workforce Recruitment Assistance
E21	Job Fairs	Workforce Recruitment Assistance
E22	Job Identification Contact	Workforce Recruitment Assistance
E23	Job Listing Assistance	Workforce Recruitment Assistance
E24	Job Referrals	Workforce Recruitment Assistance
E25	Job Shadowing	Workforce Recruitment Assistance
E26	Labor Market Information	Employer Information and Support Services
E27	Local Planning, Zoning, Permits	Employer Information and Support Services
E28	Marketing Package	Employer Information and Support Services
E29	New Employee Registry	Employer Information and Support Services
E30	On-the-Job Training	Training Services
E31	Older Worker Hiring	Employer Information and Support Services
E32	Rapid Response (layoff or closure)	Rapid Response/Business Downsizing Assistance
E33	Recruitment at AJCC	Workforce Recruitment Assistance
E34	Reverse Referral Agreement	Workforce Recruitment Assistance
E35	Résumé Referral	Workforce Recruitment Assistance
E36	Career Pathway Programs	Employer Information and Support Services
E37	Targeted Recruitment	Workforce Recruitment Assistance
E38	Tax Credit Programs	Employer Information and Support Services
E39	Trade Assistance Act	Employer Information and Support Services
E40	Training for New Employees	Employer Information and Support Services
E41	Training for Current Employees	Employer Information and Support Services
E42	Unemployment Insurance	Employer Information and Support Services
E43	Veteran Hiring Incentive Program	Employer Information and Support Services
E44	Welfare Recipient Hiring	Workforce Recruitment Assistance
E45	Work Experience Programs	Workforce Recruitment Assistance
E46	Workforce Innovation and Opportunity Act (WIOA)	Employer Information and Support Services
E47	Work Opportunity Tax Credit (WOTC)	Employer Information and Support Services
E48	Youth Employment Opportunities	Workforce Recruitment Assistance

CalJOBS Activity Codes Detailed Listing - Individual

#	Activity Code Name	Reporting Category
E51	CalJOBS Suppressed Job Listing Referral	Workforce Recruitment Assistance
E52	OFCCP Employer Outreach	Employer Information and Support Services
E54	Lay-Off Aversion Activities	Planning a Layoff Response
E55	Candidate Pre-Screen (on behalf of employer)	Workforce Recruitment Assistance
E56	Other Referral (referred to other agency for service)	Employer Information and Support Services
E57	Follow-Up with Employer on New Hires	Workforce Recruitment Assistance
E59	Follow-Up with Employer on Referred Candidate	Workforce Recruitment Assistance
E60	Employer Networking	Employer Information and Support Services
E61	HR Consultation Services	Workforce Recruitment Assistance
E62	Referral to Community Resource	Employer Information and Support Services
E63	Veteran Employer Council (VEC)	Employer Information and Support Services
E64	Small Business Downsizing/Closure Assistance	Rapid Response/Business Downsizing Assistance
E65	Engaged In Strategic Planning/Economic Development	Engaged in Strategic Planning/Economic Development
E66	Accessed Untapped Labor Pools	Accessing Untapped Labor Pools
E67	Customized Training	Training Services
E68	Incumbent Worker Training	Incumbent Worker Training Services/Training Services
E69	Follow-Up with Employer on Employer Services	Employer Information and Support Services
E70	Youth Outreach and Marketing Presentation	Workforce Recruitment Assistance
E71	Youth Outreach and Marketing Contact	Workforce Recruitment Assistance
E72	DOLVETS Hire Medallion Program (HVMP)	Workforce Recruitment Assistance
E73	Reasonable Accommodation	Employer Information and Support Services
E76	Regional Sector Partnership Referrals	Engaged in Strategic Planning/Economic Development
E90	Referred Qualified Applicants	Employer Information and Support Services
E92	Notification to Employer of Potential Applicant	Employer Information and Support Services

SUMMARY OF COMMENTS

Directive Local Policy: TUL 25-02 CalJOBSSM Activity Codes

There are three comments to the draft version of this directive:

Comment #1: Page 3 “...any other workforce or WIB grant utilizing CalJOBS are required to enter data via the CalJOBS system within a 20-day period from when the activity occurred or the 10th day of the following month, whichever occurs first”.

Some WIB grants have performance due dates of the 5th of a following month, does the applicable statement of work supersede this directive for activity due dates?

Response: For WIOA Title I, NDWG, and any other workforce or WIB grant utilizing CalJOBS, if the specific statement of work explicitly outlines performance due dates earlier than the general 20-day entry requirement, staff must adhere to the stricter deadline requirements to ensure compliance with applicable procedures.

Comment #2: Page 9 “To ensure training activity codes have an accurate Actual End Date, staff should check with the training provider each month to ensure participants are still in the training program. If not able to check monthly, staff must check at least quarterly”

The local TUL 24-08 Directive states, “Attendance should be verified monthly by obtaining attendance records from the training provider and uploading them to the participant file” and the career coach must verify monthly attendance with the participant” on page 14.

“Additionally, the career coach will conduct quarterly contacts with the training provider to confirm the participant’s continued enrollment in the training program.

What are potential circumstances that would constitute “not able to check monthly” in this directive, and does this directive supersede the ITA directive which states to verify monthly attendance with participants, and quarterly with training provider?

Response:

No, this directive does not supersede WIB Directive TUL 24-08: Individual Training Accounts (ITAs) Policy and Procedures. TUL 24-08 outlines policies and procedures for ITAs, including case management guidelines, whereas the CalJOBS Activity Codes directive strictly pertains to data entry of activity codes in CalJOBS.

This directive incorporates State guidance requiring monthly checks with training providers but allows for quarterly verification if monthly verification is not feasible. The ITA Directive, section **11. Collect Attendance Records**, referenced in Comment # 2, aligns with this approach by providing an alternative method when monthly verification with the training provider is not possible. The CalJOBS Activity Codes Directive applies specifically to attendance verification for

data entry, including closing training activity codes and determining Actual End Dates, without overriding ITA case management requirements.

Specific examples of circumstances preventing staff from being able to check monthly with training providers may vary case by case and will not be listed.

Comment #3: Throughout the state directive WSD24-05, there are multiple references to the WIOA 15 Percent Governor's Discretionary Fund. Is there a reason why the WIB's directive excludes the WIOA 15 Percent Governor's Discretionary Fund from the local policy directive? Does the WIB not intend to receive or actively use these funds?

Response: The directive has been updated to include references to the *WIOA 15 percent Governor's Discretionary Fund*.

WIOA 15 Percent Governor's Discretionary Funded programs, along with all WIB workforce grants utilizing CalJOBS, must adhere to the guidance outlined in this directive unless otherwise specified in the statement of work. The WIB generally refers to WIOA 15 Percent Governor's Discretionary Funded programs as specialized grants or WIB-funded programs.



INTEROFFICE MEMORANDUM

TO: Jennie Bautista, Deputy Director - Operations

FROM: Laura Hernandez Rangel, Workforce Development Analyst

DATE: March 12, 2025

SUBJECT: Eligible Training Provider (ETP) Contracts Renewal

Item	Comments
Agenda Date	WIB Meeting – Wednesday, March 12, 2025
Request	Approve the renewal of the ETP contracts from July 1, 2025 - June 30, 2029.
Summary	<p>The Workforce Innovation & Opportunity Act (WIOA) requires States to establish a list of Eligible Training Providers (ETP) to receive WIOA funds for training costs. These vendors must be on the state Eligible Training Provider List (ETPL), so WIOA customers may select or consider eligible training programs offered by the vendors for scholarship opportunities. The WIB enters into contracts with ETPs to allow the WIB's Subrecipients to provide customers with an Individual Training Account (ITA) scholarship. The scholarship pays for required training-related expenses such as tuition, books, uniforms, and supplies, for eligible WIOA Youth, Adult and Dislocated Workers and other applicable special workforce grants. Additionally, the WIB complies with Workforce Services Directive (WSD) 18-10, which requires 30 percent of the WIOA Formula Adult and Dislocated Worker allocation be expended on training services.</p> <p>The current ETP contracts were established for a four-year term from July 1, 2021, to June 30, 2025. The contract outlines the scope and terms of the agreement including training services, funding allocations, provider responsibilities and compliance requirements, to provide eligible individuals with training opportunities. The following is the list of training vendors providers recommended for contract renewal.</p> <ol style="list-style-type: none"> 1. Advanced Career Institute 2. Airstream Renewable, Inc. 3. Bakersfield College (Kern Community College District) 4. Clovis Adult Education 5. Sequoias Community College District (Visalia, Tulare and Hanford Campuses)

	<ol style="list-style-type: none"> 6. Fresno Madera Kings and Tulare Building & Construction Trades Council 7. Gurnick Academy of Medical Arts 8. Heavy Equipment Colleges of America 9. Institute of Technology 10. Milan Institute 11. Porterville College (Kern Community College District) 12. Porterville Unified School District - Porterville Adult School 13. William M. Maguy School of Education – Proteus, Inc. 14. San Joaquin Valley College 15. State Center Community College District (Fresno City, Reedley College, Madera Campuses) 16. Tulare Adult School 17. Visalia Adult School 18. West Hills Community College District
Fiscal Impact	Expend training allocations in compliance with WSD 18-10 to meet the 30 percent training expenditure requirement.
Alternatives	If not approved, ITA scholarships would be unavailable and the WIB would not be in compliance with WSD 18-10.
Involvement of Other Organizations	Community Services Employment Training (CSET), Proteus Inc., and Tulare County Office of Education (TCOE), and ETPs.



INTEROFFICE MEMORANDUM

TO: Adam Peck, Executive Director

FROM: David McMunn, Deputy Director - Administration

DATE: March 3, 2025

SUBJECT: Local Workforce Development Area Designation and Local Workforce Development Board Recertification

Item	Comments
Agenda Date	WIB Meeting – Wednesday, March 12, 2025
Request	<ul style="list-style-type: none"> i. Approve the subsequent local workforce development area designation and local workforce development board recertification application for PY 25-27 and authorize the Chair of the Board to sign. ii. Forward to the Tulare County Board of Supervisors for approval and signature.
Summary	<p>WIOA Sections 106 and 107 provide criteria for recertifying one local workforce development board for each local workforce development area and subsequent designation of a local workforce development area and board once every two years. Therefore, the California Workforce Development Board (State Board) issued Draft Directive WSDD-245 requiring local workforce development boards to apply for subsequent local area designation and local board recertification by April 7, 2025.</p> <p>Tulare County was redesignated as a local workforce development area in June 2023, effective from July 1, 2023, to June 30, 2025. At the same time, WIB was recertified as a local board, effective from July 1, 2023, to June 30, 2025.</p> <p>Subsequent Designation of the local area and recertification of the WIB will be effective July 1, 2025, for two years, ending June 30, 2027.</p> <p>To apply for recertification, the WIB must submit a subsequent local area designation and local board recertification application to the State Board by April 7, 2025. The WIB Chair and Tulare County Board of Supervisors Chair must sign the request.</p>

	<p>Under WIOA Section 107(c)(2), the State Board will recommend recertification of a Local Board if they have met WIOA membership requirements, met or exceeded performance accountability measures, and achieved sustained fiscal integrity. In addition to the requirements under WIOA Section 107(c)(2), Local Boards requesting recertification must demonstrate that they have engaged in regional planning and participated in regional WIOA performance negotiations. The WIB meets these criteria.</p> <p>The application for subsequent local area designation and local board recertification is attached to this report.</p>
Fiscal Impact	
Alternatives	The WIB must be recertified as the local workforce board, and Tulare County must be redesignated as the local workforce area to continue receiving WIOA Title I Adult, Dislocated Worker, and Youth funding.
Involvement of Other Organizations	No alternatives are recommended.

**Local Area Subsequent Designation
and
Local Board Recertification Application
for
Program Year 2025-27**

Local Workforce Development Area

Tulare County

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members:

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

Category: Business – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board’s business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- Representatives of businesses, including small businesses or business organizations.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

List the Local Board’s business members and identify the chairperson by typing CHAIR after their name:

Local Board Business Members

Name	Title	Entity	Appointment Date	Term End Date
Colby Wells, CHAIR	Regional Public Affairs Manager	Southern California Gas Company	7/1/2022	6/30/2026
Gamaliel Aguilar	CPA Partner	Pine, Pedroncelli, & Aguilar, Inc.	7/1/2024	6/30/2028
Jeff Hudson-Covolo	Vice President Patient Care Services & Chief Nurse Executive	Sierra View Medical Center	7/1/2022	6/30/2026
Joe Hallmeyer	President	Ken’s Stakes & Supplies	7/1/2024	6/30/2028
Patricia Stever Blattler	Executive Director	Tulare County Farm Bureau	7/1/2022	6/30/2026
Randy Baerg	President	Warren & Baerg Manufacturing, Inc.	7/1/2022	6/30/2026

Category: Workforce – Not less than 20 percent of the Local Board members shall be representatives from the Local Area’s workforce (WIOA 107[b][2][B]) who:

- Shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations) who have been nominated by local labor federations or (for a Local Area in which no employees are represented by such organizations) other representatives of employees. California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that these representatives shall amount to not less than 15 percent of the Local Board membership and be subject to the following:
 - a. For a Local Area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any Local Board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the area.
 - b. Shall include a representative, who shall be a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such program exists in the area, such a representative of a state-approved apprenticeship program in the area, if such a program exists.

- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.

- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

List the Local Board’s workforce members:

Local Board Labor Members

Name	Title	Entity	Appointment Date	Term End Date
Brandon Lovenburg	Business Agent	Plumbers, Pipefitters, HVACR Technicians U.A. Local #246	7/1/2022	6/30/2026
David Pena	SMW Local Union #104	International Association of Sheet Metal, Air, Rail, and Transportation Workers	7/1/2022	6/30/2026
Ronny Jungk	Business Manager/Financial Secretary	IBEW Local 100	7/1/2024	6/30/2028

Category: Education – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers
- Institutions of higher education providing workforce investment activities

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board’s education members:

Local Board Education Members

Name	Title	Entity	Appointment Date	Term End Date
Brent Calvin	Higher Education Superintendent/President	College of the Sequoias	7/1/2022	6/30/2026
Yolanda Valdez	Title II Adult Education & Literacy/Superintendent	Cutler-Orosi Joint Union School District	7/1/2022	6/30/2026

Category: Economic and Community Development – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations
- The state’s employment service office under the *Wagner-Peyser Act*
- Programs carried out under Title I of the federal *Rehabilitation Act*

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local Chief Elected Official (CEO).

List the Local Board’s economic and community development members:

Local Board Economic and Community Development Members

Name	Title	Entity	Appointment Date	Term End Date
Brent Calvin	Economic & Community Development/President	College of the Sequoias	7/1/2022	6/30/2026

Name	Title	Entity	Appointment Date	Term End Date
Danielle Beckett	Wagner-Peyser/Employment Services	Employment Development Department	7/1/2024	6/30/2028
Robert Kleyn	Title I of the Rehabilitation Act/Rehabilitation Supervisor	Department of Rehabilitation	7/1/2024	6/30/2028

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50 percent or higher in PY 22-23 or PY 23-24, as described in Workforce Services Directive WSD20-02, Calculating Local Area Performance and Nonperformance (September 18, 2020).

Note – Report your “performance score” rather than the “adjusted level of performance.”

PY 22-23 Scores

Indicator	Adults	Dislocated Workers	Youth
Employment Rate 2 nd Quarter After Exit	<u>99.0%</u>	<u>91.3%</u>	<u>106.1%</u>
Employment Rate 4 th Quarter After Exit	<u>95.3%</u>	<u>99.8%</u>	<u>106.1%</u>
Median Earnings	<u>115.0%</u>	<u>95.3%</u>	<u>110.7%</u>
Credential Attainment	<u>111.2%</u>	<u>115.8%</u>	<u>93.8%</u>

PY 23-24 Scores

Indicator	Adults	Dislocated Workers	Youth	Overall Indicator Score
Employment Rate 2 nd Quarter After Exit	94.3%	93.6%	<u>99.3%</u>	<u>95.7%</u>
Employment Rate 4 th Quarter After Exit	<u>93.2%</u>	97.6%	<u>100.4%</u>	<u>97.1%</u>

Indicator	Adults	Dislocated Workers	Youth	Overall Indicator Score
Median Earnings	<u>124.3%</u>	<u>107.6%</u>	<u>119.6%</u>	<u>117.2%</u>
Credential Attainment	<u>127.2%</u>	<u>137.4%</u>	80.6%	<u>115.1%</u>
Measurable Skills Gain	<u>114.3%</u>	<u>141.1%</u>	137.6%	131%
Overall Program Score	<u>110.7%</u>	<u>115.5%</u>	<u>107.5%</u>	---

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 22-23 or PY 23-24:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement.
- Gross negligence – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200 (Uniform Guidance).

Certify No Violation: &

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The WIB of Tulare County (WIB) is an active member of the Central California Workforce Collaborative (CCWC), comprising eight local workforce development boards representing 10 counties of the San Joaquin Valley and Associated Counties Regional Planning Unit (SJRPU). The Workforce Development Boards of the San Joaquin Valley have a long history of collaboration at the executive level through the CCWC. The WIB is a party to the MOU with the workforce boards that comprise the CCWC. This MOU sets parameters under which the local areas collaborate, communicate, and work in unison on projects and activities. The Boards continue to refine established systems, processes, and networks within the region to provide a systematic focus that benefits the region.

The WIB also partners with other workforce development boards in the SJVRPU with shared funding streams, such as:

- Regional Capacity Building Training Grants
- Prison-to-Employment (P2E) Grant
- Regional Equity and Recovery Partnerships Grant (RERP)
- The Goods Job Challenge Grant
- EDC Pilot Incentives

Tulare-Kings College and Career Collaborative

As a part of the Tulare-Kings College and Career Collaborative, education and workforce partners from Tulare and Kings County hosted several industry sector summits throughout the year that are aimed at helping education and workforce partners understand the needs of industry. The TK Sector Summits are held four times a year, and each event focuses on a different sector.

Designation of a Regional Coordinator

Central Valley Industry Engagement Roundtable is an SJVRPU partner network that convenes business services practitioners. These communities of practice meet quarterly and discuss industry engagement services and strategies. This group works to find opportunities for regional alignment around industry engagement. The regional workforce development boards created the Central Valley Industry Engagement Roundtable to assess and evaluate processes toward meeting regional industry and occupational needs.

The WIB was a key stakeholder of the PY 2025-2028 Regional Plan:

- The WIB promoted all regional forums to local area stakeholders, partners, and community-based organizations.
- Made direct contact with stakeholders, partners, community-based organizations, and designated contacts via phone and email.
- Posted information on www.tularewib.org and at the AJCCs in Tulare County. Also shared via social media.
- Participated in the Regional Coordination and Alignment Indicators meeting.
- The WIB led the analysis of the region's economic conditions and trends and the current workforce for the regional plan.

RPU Indicators and Associated Metrix:

The region has established benchmarks to track job quality and access, ensuring services support employers offering family-sustaining wages and benefits. Additionally, it tracks training completion and credential attainment aligned with priority sectors using CalJOBS. The region also focuses on shared resources, including co-enrollment strategies, professional development for workforce staff, and financial collaboration on regional initiatives such as HR hotline services and equity recovery grants.

Regional coordination with education to respond to business needs

The WIB collaborates with Kings County JTO for the Training Resource Aligned for Industry Need (TRAIN) Network. *The Training Resources Aligned for Industry Need (TRAIN) Network facilitates coordination between local workforce areas and educational institutions by aligning program development with the needs of businesses in the region's target sectors. This is achieved through established Sector Partnership convenings, shared labor market analyses, and direct engagement with industry representatives to identify skills gaps. Education partners use this input to adapt curricula and create programs that address workforce demands, ensuring alignment with industry standards and regional economic goals. Current Sector Partnerships include Healthcare and industrial, as described above, with plans to launch an Agriculture Sector partnership through leveraged funds.*

Business Coordination Strategy

The WIB collaborates with other board initiatives for a regional website; all *eight WDBs meet quarterly in person at the Central Valley Industry Engagement Roundtable. At this quarterly convening, business services representatives from every WDB in the region discuss effective practices around Rapid Response services, recruitment assistance for quality jobs, development of sector partnership strategies, provision of labor market information to local businesses, and Incumbent Worker Training.*

Vulnerable Population Regional Initiatives

The SJVAC RPU leverages regional initiatives like the Regional Equity Recovery Partnership (RERP) grant to enhance access to education, training, and resources for underserved communities. Strategies include co-enrollment systems and sector-based career pathways integrating technical training with wraparound support services for vulnerable populations, such as English language learners. The Eligible Training Provider List (ETPL) promotes apprenticeships aligned with priority sectors, ensuring job seekers gain industry-recognized credentials and access to sustainable careers. In Tulare and Kings counties, sector partnerships utilize Talent Pipeline Management (TPM) to align workforce efforts with employer needs, focusing on skill gaps, customized training, and wraparound services. Tracking participant progress and continuously refining programs strengthens workforce pipelines while empowering underserved populations to secure quality jobs in high-growth industries.

Local Area Assurances

Through PY 25-27, the Local Area assures:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid the acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Uniform Guidance Section 200.318)
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Uniform Guidance Section 200.508).

Note that failure to comply with the audit requirements specified in Uniform Guidance Subpart F will subject the Local Area to a potential cash hold (Uniform Guidance Section 200.339).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with WSD 19-05, Monthly and Quarterly Financial Reporting Requirements (December 4, 2019).
- All close-out reports will comply with the policies and procedures listed in WSD16-05, WIOA Closeout Requirements (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to a potential cash hold. (Uniform Guidance Section 200.339)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211* to spend a minimum of 30 percent of the combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Area will select America's Job Center of CaliforniaSM operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or

certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

- E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and Title 29 CFR Part 38, including the collection of necessary data.
- G. The Local Area will engage in and contribute to regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates, and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 25-27 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Board Chair

Local CEO

Signature

Signature

Colby Wells

Pete Vander Poel III

Name

Name

WIB Chair

Board of Supervisor Chair

Title

Title

Date

Date



INTEROFFICE MEMORANDUM

TO: David McMunn, Deputy Director – Administration

FROM: Edith Hernandez, One-Stop Partnership Coordinator

DATE: February 26, 2025

SUBJECT: Employment Connection System Theory of Change

Item	Comments
Agenda Date	WIB Meeting – Wednesday, March 12, 2025
Request	Approve the Employment Connection Committee Recommended Employment Connection System Theory of Change.
Summary	<p>At the last Employment Connection Committee (ECC) meeting on February 20, 2025, the members reviewed and accepted the Employment Connection Theory of Change and recommended that the Board formally approve it for a system-wide service delivery framework.</p> <p>From December 2024 to February 2025, 45 staff representing Employment Connection (EC) partners participated in the development of the Employment Connection Theory of Change. This initiative engaged representatives from the ECC, EC subrecipient frontline staff, EC leadership, WIB staff, and WIB leadership to create a structured framework that defines the system’s shared vision, values, strategies, and desired impacts.</p> <p>To ensure a comprehensive and inclusive process, four workgroups were formed:</p> <ul style="list-style-type: none"> • Workgroup 1: Comprised of frontline staff who work directly with customers, ensuring their perspectives are incorporated. • Workgroup 2: Included EC leadership, youth@work leadership, and WIB staff, providing input on strategies and challenge statements. • Workgroup 3: Consisted of ECC members who contributed to shaping the Employment Connection Theory of Change by identifying core values, exploring overarching strategies, and refining the system's challenge statement. • Workgroup 4: Comprised of WIB leadership, focusing on aligning the Employment Connection Theory of Change with the system’s vision and strategic priorities.

	<p>Through facilitated discussions and structured feedback sessions, these workgroups contributed to the development of key components of the Employment Connection Theory of Change, ensuring that it reflects the needs and priorities of all partners and shared customers.</p> <p>The Employment Connection Theory of Change will serve as a guiding principle to:</p> <ul style="list-style-type: none"> · Establish a shared vision among staff and partner organizations. · Identify EC System values that align with our collective mission. · Explore overarching strategies to effectively serve shared customers. · Define desired system-wide impacts and outcomes to measure success. <p>A copy of the Employment Connection Theory of Change framework is attached to this report.</p>
Fiscal Impact	None
Alternatives	Not to approve the Employment Connection Theory of Change.
Involvement of Other Organizations	Employment Connection Partners



INTEROFFICE MEMORANDUM

TO: David McMunn, Deputy Director-Administration

FROM: Edith Hernandez, One-Stop Partnership Coordinator

DATE: February 26, 2025

SUBJECT: Program Year 2025-2028 Workforce Investment Board of Tulare County Workforce Innovation Opportunity Act Local Plan and San Joaquin Valley and Associated Counties Regional Planning Unit Regional Plan

Item	Comments
Agenda Date	WIB Meeting – Wednesday, March 12, 2025
Summary	<p>Local Plan and Regional Plans Development for Program Years 2025-2028 California requires Local Workforce Boards to align their Local and Regional Plans with the State Workforce Plan to support a cohesive statewide workforce strategy. Following the Workforce Innovation and Opportunity Act (WIOA) and guidance from the California Workforce Development Board (SCWDB) and the Employment Development Department (EDD), the Workforce Investment Board of Tulare County (WIB) has developed a four-year Local Plan and, in partnership with the San Joaquin Valley and Associated Counties (SJVAC), a Regional Plan for program years 2025-2028.</p> <p>WIBs Local Plan The Local Plan analyzes the strengths of the Tulare County workforce system in addressing the needs of job seekers, particularly those with barriers to employment and employers. It also identifies areas for improvement to enhance the system’s ability to meet local workforce and education needs. The PY 2025-2028 WIBs WIOA Local Plan focuses on operational alignment, service-delivery strategies, and coordination efforts in the following areas:</p> <ul style="list-style-type: none"> · Coordination with WIOA Core and Required Partners · Alignment with State Strategic Partners · Compliance with WIOA Title I Coordination and Administration Requirements, including training and professional development, statewide rapid response activities, and overview of AJCC Operator and Career Services administration. <p>SJVAC RPU Regional Plan The SJVAC was designated as a workforce development region comprised of ten counties and eight local workforce development boards: Fresno, Kern-Inyo-Mono, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare. The Regional Plan outlines how the Boards</p>

	<p>for the SJVAC RPU align workforce development activities and resources with regional economic development areas and available resources.</p> <p>The Regional Plan focuses on the following areas: Workforce and economic analysis of the region</p> <ul style="list-style-type: none"> · Regional indicators · Fostering demand-driven skills attainment · Enabling upward mobility for all Californians · Alignment, coordination, and integration of all programs and services <p>Stakeholder Engagement Process</p> <p>To inform the development of the Local Plan, the WIB hosted a series of community and stakeholder forums from October to December 2024. These meetings, facilitated by Workforce Development Specialist David Shinder, gathered input from employers, community-based organizations, Core WIOA partners, and other community stakeholders. The discussions focused on developing a shared vision to support economic growth, promote economic self-sufficiency, address environmental sustainability, and strengthen collaboration to better serve vulnerable populations over the next four years. Stakeholders also explored strategies to ensure equitable access to regional sector pathways and industry-recognized postsecondary credentials identified in the Regional Plan.</p> <p>A draft of the Local Plan and Regional Plan will be made available for a 30-day comment period from March 5, 2025, to April 4, 2025, at https://www.tularewib.org/localplan.</p> <p>2025 Local and Regional Planning Timeline</p> <p>April 9 Local & Regional Plan submitted to Board for Approval and Signature</p> <p>April 15 Local Plan submitted to Board of Supervisors for Approval and Signature</p> <p> Regional Plan submitted to Board of Supervisors for Approval</p> <p>April 25 Local and Regional Plans submitted to the State Board</p> <p>Submission to California Workforce Development Board (CWDB)</p> <p>In its role as regional organizer, Stanislaus County Workforce Development Board will send all the local plans in the SJVAC Region to the State Board, along with the SJVAC RPU Regional Plan, as part of the approval schedule.</p> <p>The 2025-2028 WIB WIOA Local Plan and the SJVAC RPU Regional Plan are both accessible at https://www.tularewib.org/localplan.</p>
<p>Involvement of Other Organizations</p>	<p>Local stakeholders such as community-based organizations, community colleges, adult schools, local government, local and state corrections organizations, WDB members, and local elected officials.</p>



INTEROFFICE MEMORANDUM

TO: Adam Peck, Executive Director

FROM: Debbie Bach, Administrative Services Officer II

DATE: March 4, 2025

SUBJECT: Agreements Executed by WIB Executive Director Between \$5,000 - \$20,000

Item	Comments
Agenda Date	WIB Meeting – Wednesday, March 12, 2025
Summary	<p>The following agreements between \$5,000 and \$20,000 were executed by the Workforce Investment Board's Executive Director during the month of February 2025.</p> <p style="padding-left: 40px;">1. No agreements were executed.</p>
Involvement of Other Organizations	N/A