

# CalJOBS<sup>SM</sup> Activity Codes Dictionary

## Contents

<b>Participant Activity Codes</b> .....	<b>1</b>
<b>002 - 097</b> .....	<b>2</b>
<b>101 - 195</b> .....	<b>4</b>
<b>200 - 245</b> .....	<b>18</b>
<b>300 - 355</b> .....	<b>26</b>
<b>400 - 493</b> .....	<b>35</b>
<b>500 - 590</b> .....	<b>47</b>
<b>600 - 644</b> .....	<b>48</b>
<b>Follow-Up Activity Codes</b> .....	<b>59</b>
<b>Employer Activity Codes</b> .....	<b>63</b>

## Participant Activity Codes

Activity Code	Activity Code Name and Definition
002	<p><b>Self-Service AJCC Employment and Workforce Information Services</b></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><b>Self-Service Information on Training Providers/Performance Outcomes</b></p> <p>This activity is system generated when an individual accesses information regarding training providers on CalJOBS.</p>
005	<p><b>Self-Service Labor Market Research</b></p> <p>This activity is system generated when an individual accesses labor market information in CalJOBS.</p>
006	<p><b>Self-Service Job Search through CalJOBS</b></p> <p>This activity is system generated when an individual conducts an online job search using CalJOBS.</p>
06M	<p><b>Self-Service Job Search through Mobile App</b></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><b>Self-Service Initial Resume</b></p> <p>This activity is system generated when an individual creates a CalJOBS resume.</p>
008	<p><b>Self-Service Resume: Update and Additions</b></p> <p>This activity is system generated when an individual revises their resume on CalJOBS.</p>
010	<p><b>Tracking Co-funded Services</b></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><b>Information on DI or PFL</b></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><b>Information on Social Services Programs</b></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&amp;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><b>Information on other Public Assistance Programs</b></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><b>Information on AJCC Core or Partner Programs</b></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><b>Complaint Process Information</b></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><b>Self-Service Informed of Veteran Priority of Service</b></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><b>Self-Service Skills Self-Assessment</b></p> <p>This activity is system generated when an individual completes a CalJOBS self-assessment tool.</p>
094	<p><b>NFJP – Outside Agency</b></p> <p>A client has received related assistance services from an agency other than Employers' Training Resource.</p>
097	<p><b>NFJP – In House</b></p> <p>A client has received related assistance services from Employers' Training Resource.</p>
101	<p><b>Orientation</b></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><b>Initial Assessment</b></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><b>Provision of Information on Training Providers/Performance Outcomes</b></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><b>Job Finding Club</b></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><b>In Program "Follow-Up"</b></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"> <li>1. Staff met with a participant for the provision of supportive services.</li> <li>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.</li> <li>3. Contacting the participant and/or their employer on a regular or intermittent basis to help with work-related issues following job placement.</li> <li>4. Staff phone call or letter offering to visit employee and/or employer following job placement.</li> </ol> <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><b>Provision of Labor Market Information</b></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><b>Referred to WIOA Services (not training)</b></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"><b>Referred to Community Resource</b></p> <p data-bbox="358 394 1446 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
110	<p><b>Attended Rapid Response</b></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>
112	<p><b>Job Fair</b></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>
114	<p><b>Job Referral: Federal Contractor Job Listing (FCJL)</b></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><b>Resume Preparation Assistance</b></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><b>UI General Information</b></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><b>UI Claims Assistance</b></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><b>Financial Aid Assistance</b></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><b>Use of AJCC Resource Room</b></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><b>Job Referral: Job Outside CalJOBS (non-Federal)</b></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><b>Job Referral: Federal</b></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><b>Job Development Contacts</b></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><b>Received Bonding Assistance</b></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"> <li>1. Confirming the participant's CalJOBS registration is complete.</li> <li>2. Verifying the participant has a firm job offer and the legal right-to-work.</li> <li>3. Completing EDD's Fidelity Bonding Certification Request.</li> <li>4. Completing EDD's Fidelity Bonding Employer Confirmation Letter.</li> <li>5. Submitting bonding requests to the Workforce Services Branch's Bonding Coordinator.</li> </ol>
125	<p><b>Job Search and Placement Assistance</b></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><b>Tax Credit Eligibility Determination (includes WOTC)</b></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><b>Proficiency Testing</b></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><b>Testing as Requested by Employer</b></p> <p>Staff conducted employer-required participant testing.</p>
132	<p><b>Resume Writing Workshop</b></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><b>Job Search Workshop</b></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><b>Workshop</b></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><b>Referred to Mentorship</b></p> <p>Staff referred a participant to a mentoring program.</p>
140	<p><b>Referred to Other Federal/State Assistance</b></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><b>Personalized Job Search Assistance Workshop (PJSA)</b></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><b>Referred to NFJP: WIOA 167 Grantee</b></p> <p>Staff referred a participant to a National Farmworker Jobs Program grantee (WIOA Section 167).</p>
160	<p><b>Referred to JVSG Services: SBE</b></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><b>Referred to JVSG Services: TSM</b></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><b>Referred to JVSG Services: Medical or Caregiver</b></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><b>Referred to VA Services: 9/11 GI Bill</b></p> <p>Staff referred a participant to the Veterans Affairs (VA) for Post-9/11 GI Bill benefits.</p>
165	<p><b>Referred to VA Services: Montgomery Bill</b></p> <p>Staff referred a participant to the VA for Montgomery GI Bill benefits.</p>
166	<p><b>Referred to VA Services: GI Bill and Montgomery Bill</b></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><b>Referred to VA Services: Other</b></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><b>Referred to VA Services: VR&amp;E Program</b></p> <p>Staff referred a participant to the VA for Vocation Rehabilitation and Employment (VR&amp;E) program services.</p>

## Participant Activity Codes

Activity Code	Activity Code Name and Definition
179	<p><b>Job Referral: Outside Web-Link</b></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><b>Supportive Service: Child/Dependent Care</b></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><b>Supportive Service: Transportation Assistance</b></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><b>Supportive Service: Medical</b></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
<b>183</b>	<p><b>Supportive Service: Incentives/Bonuses</b></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>
<b>184</b>	<p><b>Supportive Service: Temporary Shelter</b></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>
<b>185</b>	<p><b>Supportive Service: Other</b></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><b>Supportive Service: Seminar/Workshop Allowance</b></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><b>Supportive Service: Job Search Allowance</b></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><b>Supportive Service: Tools/Clothing</b></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><b>Supportive Service: Housing Assistance</b></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><b>Supportive Service: Utilities</b></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><b>Supportive Service: Educational Testing</b></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><b>Supportive Service: Postsecondary Academic Materials</b></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><b>Reemployment Services and Eligibility Assessment (RESEA)</b></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"> <li>• Orientation (101) <i>(via Event Tracked Services)</i></li> <li>• Provision of Labor Market Information (107) <i>(via Event Tracked Services)</i></li> <li>• UI General Info (117) <i>(via Event Tracked Services)</i></li> <li>• Job Search and Placement Assistance (125) <i>(via Event Tracked Services)</i></li> <li>• Initial Assessment (102) <i>(via enrollment in participation or manual recording)</i></li> </ul> <p>Note: This activity code is system generated when attendance is updated in the CalJOBS Events Calendar.</p>
195	<p><b>RESEA Additional Mandatory Career Service</b></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 <a href="#">RESEA Technical Assistance Guide</a>, Internal Administrative Notice (IAN) 19-014.</p>
197	<p><b>Supportive Service: Stipend</b></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><b>Individual Counseling</b></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><b>Group Counseling</b></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><b>Career Guidance/Planning</b></p> <p>Staff provided a participant information, materials, suggestions, and/or advice to help a participant make occupational or career decisions.</p>
203	<p><b>Objective Assessment</b></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><b>Interest and Aptitude Testing</b></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><b>Development of Individual Employment Plan (IEP)</b></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><b>Referred to Registered Apprenticeship Program</b></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><b>Referred to Job Corps</b></p> <p>Staff referred a participant to the WIOA Title IC Job Corps program.</p>
208	<p><b>Referred to Other Federal Training (non-WIOA Title IB)</b></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><b>Referred to State and Local Training (non-WIOA)</b></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><b>Referred to Educational Services (non-Federal/State/Local)</b></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><b>Referred to WIOA Title IB Training</b></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><b>Mentorship</b></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><b>Adult Literacy, Basic Skills, or GED Preparation</b></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><b>Short-Term Prevocational Services</b></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><b>Out-of-Area Job Search Assistance</b></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
<b>217</b>	<p><b>Relocation Assistance</b></p> <p>Staff provided financial assistance to relocate to accept employment, as provided by local policy.</p>
<b>218</b>	<p><b>Referred to Internship</b></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>
<b>219</b>	<p><b>Work Experience</b></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>
<b>221</b>	<p><b>Financial Literacy Education</b></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"> <li>1. Create household budgets, initiate savings plans, and make informed financial decisions about education, retirements, home ownership, wealth building, or other savings goals.</li> <li>2. Manage spending, credit, and debt, including credit card debt, effectively.</li> <li>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.</li> <li>4. The ability to understand, evaluate, and compare financial products, services, and opportunities.</li> <li>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.</li> </ol>

## Participant Activity Codes

Activity Code	Activity Code Name and Definition
222	<p><b>English Language Learner (ELL)</b></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><b>Pre-Apprenticeship Training</b></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><b>Reading and/or Math Testing</b></p> <p>Staff tested a participant's reading and/or math skill levels and competencies.</p>
227	<p><b>Disaster Relief Employment/Temporary Job (NDWG only)</b></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><b>Waiver: Recall (TAA Only)</b></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><b>Waiver: Marketable Skills (TAA Only)</b></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><b>Waiver: Retirement (TAA Only)</b></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><b>Waiver: Poor Health (TAA Only)</b></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><b>Waiver: Delay for Training (TAA Only)</b></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><b>Waiver: Training Not Available (TAA Only)</b></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><b>Approved Out-of-Area Job Search Allowance (TAA Only)</b></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><b>Information on Available Training (TAA Only)</b></p> <p>TAA staff provided information regarding available training in their Local Area.</p>
239	<p><b>Information on Financial Aid (TAA Only)</b></p> <p>A TAA participant received information about financial aid assistance, including how to apply for financial aid, if applicable.</p>
241	<p><b>Resume Preparation Assistance (TAA Only)</b></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><b>Job Search and Placement Assistance (TAA Only)</b></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><b>Provision of LMI Information (TAA Only)</b></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><b>Information on Supportive Services (TAA Only)</b></p> <p>TAA staff provided information regarding available supportive services.</p>
245	<p><b>Initial Assessment (TAA Only)</b></p> <p>TAA staff conducted an initial assessment of a participant's skill level, aptitude, abilities, interests, and supportive service needs.</p>
300	<p><b>Occupational Skills Training (Approved ETPL Provider)</b></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><b>On-the-Job Training (OJT)</b></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><b>Entrepreneurial Training (Approved ETPL Provider)</b></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
<b>304</b>	<p><b>Customized Training</b></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"> <li>1. The participant is not earning a self-sufficient wage as determined by Local Area policy.</li> <li>2. The above paragraph's requirements are met.</li> <li>3. The customized training relates to on-the-job training contracts for employed workers, or other appropriate purposes identified by the Local Area.</li> </ol> <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>
<b>305</b>	<p><b>Skills Upgrading and Retraining (Approved ETPL Provider)</b></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
<b>306</b>	<p><b>Prerequisite Training (Approved ETPL Provider)</b></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>
<b>307</b>	<p><b>Pre-Apprenticeship Program w/Occupational Skill Training (Approved ETPL Provider)</b></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>
<b>308</b>	<p><b>Incumbent Worker Training</b></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
<b>312</b>	<p><b>Placed in Federal Training (includes TAA and WIOA)</b></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>
<b>313</b>	<p><b>Placed in State and Local Trainings (non-TAA, non-WIOA)</b></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>
<b>315</b>	<p><b>Tracking for Non-WIOA Training</b></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>
<b>321</b>	<p><b>Transitional Job</b></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
<b>322</b>	<p><b>Job Readiness Training</b></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"> <li>1. Occupational Skills Training (300)</li> <li>2. On-the-Job Training (301)</li> <li>3. Entrepreneurial Training (302)</li> <li>4. Skills Upgrading and Retraining (305)</li> <li>5. Incumbent Worker Training (308)</li> <li>6. Workplace Training &amp; Cooperative Education (323)</li> </ol> <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>
<b>323</b>	<p><b>Workplace Training &amp; Cooperative Education (Approved ETPL Provider)</b></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><b>Adult Education with Training Services (Approved ETPL Provider)</b></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"> <li>1. Occupational Skills Training (300)</li> <li>2. On-the-Job Training (301)</li> <li>3. Entrepreneurial Training (302)</li> <li>4. Skills Upgrading and Retraining (305)</li> <li>5. Incumbent Worker Training (308)</li> <li>6. Workplace Training &amp; Cooperative Education (323)</li> </ol> <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><b>Apprenticeship Training (Approved ETPL Provider)</b></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><b>Supportive Service: Needs-Related Payments (Training)</b></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><b>Supportive Service: Training Allowance</b></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><b>Occupational Skills Training (non-ETPL provider)</b></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><b>Local Board Determination Training</b></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><b>Approved Travel in Training (TAA Only)</b></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><b>Approved Subsistence in Training (TAA Only)</b></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><b>Approved Remedial Training for those with GED/HS Diploma (TAA Only)</b></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><b>Approved GED Training (TAA Only)</b></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><b>Approved Remedial Training for those with GED/HS Diploma – Approved by other State (TAA Only)</b></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><b>Out-of-State Training Provider</b></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><b>English Language Learner Training (TAA Only)</b></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><b>Youth Summer Employment</b></p> <p>A Youth participant participated in a summer worksite learning experience which provided direct linkages between academic and occupational learning.</p>
406	<p><b>Tutoring, Study Skills Training &amp; Instruction</b></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><b>Financial Literacy Education</b></p> <p>A Youth participant completed Financial Literacy coursework that include one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions.</li> <li>2. Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards.</li> <li>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.</li> <li>4. Support a participant’s ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions.</li> <li>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.</li> <li>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.</li> <li>7. Support activities that address the financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling.</li> <li>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.</li> <li>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.</li> </ol>
408	<p><b>Youth Internship (Unpaid)</b></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
<b>409</b>	<p><b>Youth Job Shadowing</b></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>
<b>410</b>	<p><b>Leadership Development Services</b></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"> <li>1. Exposure to postsecondary educational possibilities.</li> <li>2. Community and service-learning projects.</li> <li>3. Peer-centered activities, including peer mentoring and tutoring.</li> <li>4. Organizational and teamwork training, including team leadership training.</li> <li>5. Training in decision-making, including determining priorities and problem solving.</li> <li>6. Citizenship training, including life skills training such as parenting and work behavior training.</li> <li>7. Civic engagement activities which promote the quality of life in a community; or</li> <li>8. Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.</li> </ol>

## Participant Activity Codes

Activity Code	Activity Code Name and Definition
411	<p><b>Adult Mentoring</b></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><b>Objective Assessment</b></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><b>Development of Individual Employment Plan (IEP)</b></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><b>Basic Skills Instruction</b></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><b>Enrolled in Alternative Secondary Education</b></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><b>Occupational Skills Training (Approved ETPL Provider)</b></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><b>Comprehensive Guidance and Counseling</b></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><b>Adult Education (GED)</b></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><b>Supportive Service: Incentive Payment</b></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><b>Enrolled in Postsecondary Education</b></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><b>Entrepreneurial Skills Training</b></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><b>Work Experience (Paid)</b></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><b>Work Experience (Unpaid)</b></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><b>Youth Internship (Paid)</b></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><b>Youth On-the-Job Training (OJT)</b></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><b>Enrolled in Secondary Education Program</b></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><b>Youth Occupational Skills Training (Youth Service Eligible Provider List)</b></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><b>Enrolled in Pre-Apprenticeship Training</b></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><b>Enrolled in Apprenticeship Training (Approved ETPL Provider)</b></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><b>Career Awareness</b></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><b>Career Exploration</b></p> <p>A Youth participant selected an educational path, training, or a job which fits their interests, skills and abilities.</p>
435	<p><b>Career Counseling/Planning</b></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><b>Postsecondary Transition Services</b></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><b>Pre-Apprenticeship Program with Occupational Skills Training (Approved ETPL Provider)</b></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><b>Occupational Skills Training (non-ETPL provider)</b></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><b>Education Offered Concurrently w/Workforce Prep and Training</b></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><b>Supportive Service: Child/Dependent Care</b></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><b>Supportive Service: Transportation Assistance</b></p> <p>A Youth participant received assistance with transportation which enabled them to participate in activities authorized under WIOA.</p>
482	<p><b>Supportive Service: Medical</b></p> <p>A Youth participant received assistance with medical services which enabled them to participate in activities authorized under WIOA.</p>
483	<p><b>Supportive Service: Temporary Shelter</b></p> <p>A Youth participant received assistance with temporary shelter that enabled them to participate in activities authorized under WIOA.</p>
485	<p><b>Supportive Service: Other</b></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><b>Supportive Service: Tools/Clothing</b></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><b>Supportive Service: Housing Assistance</b></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><b>Supportive Service: Utilities</b></p> <p>A Youth participant received assistance with their utilities that enabled them to participant in activities authorized under WIOA.</p>
490	<p><b>Supportive Service: Educational Testing</b></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><b>Supportive Service: Needs-Related Payments</b></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><b>Supportive Service: Linkages to Community Services</b></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><b>Supportive Service: Postsecondary Academic Materials</b></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><b>Supportive Service: Stipend</b></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><b>Referred to Job: 150 Days or Greater</b></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><b>Referred to Job: 4-150 Days in Length</b></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><b>Referred to Job: 3 Days or Less</b></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><b>Negative Referral Result</b></p> <p>This activity is system generated when the job seeker’s referral profile is updated to “Not Hired.”</p>
505	<p><b>External Job Referral by Staff</b></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><b>Notification of Jobs via Virtual Recruiter</b></p> <p>This activity is system generated when staff notify a job seeker of a potential job via Virtual Recruiter.</p>
590	<p><b>Notification to Jobseeker of Potential Job</b></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><b>YEOP Orientation (YEOP)</b></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><b>YEOP Enrollment (YEOP)</b></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><b>Provision of Labor Market Information (YEOP)</b></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><b>Resume Writing Workshop (YEOP)</b></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 &amp; Cover Letter Preparation Assistance (codes 607 &amp; 608).</p>
605	<p><b>Job Search Workshop (YEOP)</b></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><b>Workshop (YEOP)</b></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><b>Resume Preparation Assistance (YEOP)</b></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><b>Cover Letter Preparation Assistance (YEOP)</b></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><b>Pre-Employment Training/Work Maturity (YEOP)</b></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><b>Job Application Assistance (YEOP)</b></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><b>Interview Preparation Assistance (YEOP)</b></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><b>Job Fair (YEOP)</b></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><b>Job Development Contact (YEOP)</b></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><b>Job Retention Support Services (YEOP)</b></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><b>College Application Assistance (YEOP)</b></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><b>Financial Aid Application Assistance: Education (YEOP)</b></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><b>Financial Literacy Education (YEOP)</b></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"> <li>1. Create household budgets, initiate savings plans, and make informed financial decisions about education, retirements, home ownership, wealth building, or other savings goals.</li> <li>2. Manage spending, credit, and debt, including credit card debt, effectively.</li> <li>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.</li> <li>4. The ability to understand, evaluate, and compare financial products, services, and opportunities.</li> <li>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.</li> </ol>
618	<p><b>Career Development (YEOP)</b></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><b>Career Coaching (YEOP)</b></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><b>Referred to Job Corps (YEOP)</b></p> <p>Staff referred a YEOP participant to the WIOA Title IC program, Job Corps.</p>
621	<p><b>Received Fidelity Bonding Assistance (YEOP)</b></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><b>Tax Credit Eligibility Determination WOTC (YEOP)</b></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><b>Job Referral: Non-Federal (YEOP)</b></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><b>Job Referral: Federal (YEOP)</b></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><b>Participation in Work Experience: Internship, Job Shadowing, OJT (YEOP)</b></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><b>Referred to Title I Services - Training &amp; Non-Training (YEOP)</b></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><b>Referred to Non-WIOA Training Services (YEOP)</b></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><b>Referred to Pre-Apprenticeship Preparation (YEOP)</b></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><b>Referred to Apprenticeship Training (YEOP)</b></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><b>Referred to Alternative Secondary Education (YEOP)</b></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><b>Referred to Secondary Education Program (YEOP)</b></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><b>Referred to Adult Education (YEOP)</b></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><b>Referred to Postsecondary Education (YEOP)</b></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><b>Referred to Educational Services (YEOP)</b></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><b>Referred to Support Service: Counseling (YEOP)</b></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><b>Referred to Support Service: Educational Testing (YEOP)</b></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><b>Referred to Supportive Service: Academic Materials (YEOP)</b></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><b>Referred to Support Service: Tools/Clothing (YEOP)</b></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><b>Referred to Support Service: Child/Dependent Care (YEOP)</b></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><b>Referred to Support Service: Transportation Assistance (YEOP)</b></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><b>Referred to Support Service: Medical (YEOP)</b></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><b>Referred to Support Service: Housing Assistance (YEOP)</b></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><b>Referred to Support Service: Other (YEOP)</b></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><b>Referred to Support Services: Other WIOA Programs (YEOP)</b></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>

## Follow-Up Activity Codes

Activity Code	Activity Code Name and Definition
<b>F01</b>	<p><b>Referral to Community Resources</b></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>
<b>F02</b>	<p><b>Referral to Medical Services</b></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>
<b>F03</b>	<p><b>Tracking Progress on the Job</b></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>
<b>F04</b>	<p><b>Referral to Work-Related Peer Support Group</b></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>
<b>F05</b>	<p><b>Assistance Securing Better Paying Job</b></p> <p>Staff provided a participant assistance in securing a job paying a higher wage.</p>
<b>F06</b>	<p><b>Career Development and Further Education Planning</b></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
<b>F07</b>	<p><b>Assistance with Work-Related Problems</b></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>
<b>F08</b>	<p><b>Adult Mentoring</b></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>
<b>F09</b>	<p><b>Tutoring</b></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>
<b>F10</b>	<p><b>Leadership Development</b></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>
<b>F12</b>	<p><b>Supportive Service: Transportation</b></p> <p>A participant received transportation assistance that enabled them to be successful in employment and/or postsecondary education and training.</p>
<b>F13</b>	<p><b>Supportive Service: Purchase Work-Related Uniform/Attire</b></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><b>Supportive Service: Purchase Work-Related Tools</b></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><b>Supportive Service: Housing Assistance</b></p> <p>A participant received housing assistance that enabled them to be successful in employment and/or postsecondary education and training.</p>
F16	<p><b>Supportive Service: Utilities</b></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><b>Supportive Service: Dependent Care</b></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><b>Supportive Service: Medical</b></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><b>Supportive Service: Incentives/Bonus</b></p> <p>A participant received an incentive or bonus after being placed in training activities or education.</p>
F21	<p><b>Supportive Service: Educational Testing</b></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="365 247 1047 279"><b>Supportive Service: Postsecondary Educational Materials</b></p> <p data-bbox="365 352 1364 422">A participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in postsecondary education classes.</p>

## Employer Activity Codes

Activity Code	Activity Code Name and Definition
E01	<p><b>Alien Labor Certification</b></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><b>Americans with Disabilities</b></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><b>CalJOBS Assistance</b></p> <p>Staff provided an employer with information regarding CalJOBS or assisted an employer with registering in CalJOBS.</p>
E04	<p><b>Apprenticeship</b></p> <p>Staff informed the employer of apprenticeship requirements and explained job order posting access.</p>
E05	<p><b>Bonding</b></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><b>CalJOBS External Recruitment</b></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><b>Disability Insurance</b></p> <p>An AJCC sponsored a Disability Insurance seminar for employers.</p>
E08	<p><b>Employer Advisory Council (EAC)</b></p> <p>Staff provided an employer information regarding the EAC or provided services to an employer at an EAC event.</p>
E09	<p><b>Employer Application Issuance</b></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><b>Employer Recall</b></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><b>Employment Training Panel (ETP)</b></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><b>Employment Law</b></p> <p>An AJCC sponsored a labor law seminar for employers.</p>
E13	<p><b>Employment Taxes</b></p> <p>An AJCC sponsored a payroll tax seminar for employers.</p>
E14	<p><b>Enterprise Zone (EZ) Tax Credits</b></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><b>Exclusive Hiring Agreement</b></p> <p>Staff established an agreement with an employer that requires all job seekers to apply through CalJOBS.</p>
E16	<p><b>Federal Contractor Job Listing</b></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><b>Fraud Reporting</b></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><b>High Density Unemployment Area Resident</b></p> <p>Staff assisted an employer in hiring a high-density unemployment area resident.</p>
E19	<p><b>Internship</b></p> <p>Staff entered an internship into CalJOBS for an employer or publicized the internship at the AJCC.</p>
E20	<p><b>Job Development Contact</b></p> <p>Staff contacted an employer regarding Job Development Contact participation.</p>
E21	<p><b>Job Fairs</b></p> <p>Staff partnered with an appropriate entity within the community to present and/or participate in a job fair.</p>
E22	<p><b>Job Identification Contact</b></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><b>Job Listing Assistance</b></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><b>Job Referrals</b></p> <p>Staff advertised or referred an employer's CalJOBS job order to participants.</p>
E25	<p><b>Job Shadowing</b></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><b>Labor Market Information</b></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><b>Local Planning, Zoning, Permits</b></p> <p>Staff provided an employer with Local Planning, Zoning, and Permits information.</p>
E28	<p><b>Marketing Package</b></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><b>New Employee Registry</b></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><b>On-the-Job Training</b></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><b>Older Worker Hiring</b></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><b>Rapid Response (layoff or closure)</b></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><b>Recruitment at AJCC</b></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><b>Reverse Referral Agreement</b></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><b>Resume Referral</b></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><b>Career Pathway Programs</b></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><b>Targeted Recruitment</b></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><b>Tax Credit Programs</b></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><b>Trade Assistance Act</b></p> <p>Staff informed an employer of TAA associated programs.</p>

## Employer Activity Codes

Activity Code	Activity Code Name and Definition
E40	<p><b>Training for New Employees</b></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><b>Training for Current Employees</b></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><b>Unemployment Insurance</b></p> <p>The AJCC sponsored a seminar for employers regarding UI.</p>
E43	<p><b>Veteran Hiring Incentive Program</b></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><b>Welfare Recipient Hiring</b></p> <p>Staff assisted an employer in hiring a welfare recipient.</p>
E45	<p><b>Work Experience Programs</b></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><b>Workforce Innovation and Opportunity Act (WIOA)</b></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><b>Work Opportunity Tax Credit (WOTC)</b></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><b>Youth Employment Opportunities</b></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><b>CalJOBS Suppressed Job Listing Referral</b></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><b>OFCCP Employer Outreach</b></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><b>Lay-Off Aversion Activities</b></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"> <li>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.</li> <li>2. Provide employers assistance in reduction-in-force management.</li> <li>3. Fund feasibility studies to determine if the company's operations might be sustained through a buyout or other means.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>7. Locally defined layoff activities.</li> </ol>
E55	<p><b>Candidate Pre-Screen (on behalf of employer)</b></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><b>Other Referral (referred to other agency for service)</b></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><b>Follow-Up with Employer on New Hires</b></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><b>Follow-Up with Employer on Referred Candidate</b></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><b>Employer Networking</b></p> <p>Staff provided an employer with information regarding AJCC services to establish a relationship, or to maintain an existing relationship.</p>
E61	<p><b>HR Consultation Services</b></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><b>Referral to Community Resource</b></p> <p>Staff provided a proactive linkage and referral to community resources that support the employer's workforce needs.</p>
E63	<p><b>Veteran Employer Council (VEC)</b></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><b>Small Business Downsizing/Closure Assistance</b></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><b>Engaged In Strategic Planning/Economic Development</b></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><b>Accessed Untapped Labor Pools</b></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><b>Customized Training</b></p> <p>Staff provided publicly funded customized training assistance to an employer.</p>
E68	<p><b>Incumbent Worker Training</b></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><b>Follow-Up with Employer-on-Employer Services</b></p> <p>Staff contacted the employer to determine if employer services that were provided by the AJCC were successful.</p>
E70	<p><b>Youth Outreach and Marketing Presentation</b></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><b>Youth Outreach and Marketing Contact</b></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><b>DOLVETS Hire Medallion Program (HVMP)</b></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><b>Reasonable Accommodation</b></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><b>Regional Sector Partnership Referrals</b></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"><b>Referred Qualified Applicants</b></p> <p data-bbox="365 390 1372 459">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"><b>Notification to Employer of Potential Applicant</b></p> <p data-bbox="365 674 831 705">Staff notified client of potential job.</p> <p data-bbox="365 745 1149 777">*This code is system generated at time of client notification.</p>