

Fresno Regional Workforce Development Board

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2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 03-16, Revision P

Date Released: March 18, 2025

To: All Fresno Regional Workforce Development Board Provider of Services

From: Blake Konczal, Executive Director

Effective Date: Immediate upon Release

Subject: Young Adult Activity Codes

Applicable Program: Youth

Revision History: Initial Release – 3/10/16; Rev B – 8/19/16; Rev C – 11/21/16; Rev D – 11/30/17; Rev E – 5/16/17; Rev F – 7/28/17; Rev G – 12/8/17; Rev H – 6/22/18; Rev I – 9/26/18; Rev J – 12/18/19; Rev J1 – 12/20/19; Rev K – 1/22/20; Rev L – 7/1/20; Rev M – 12/14/20; Rev N – 3/25/21; Rev O – 01/26/22.

This Revision P provides guidance and updates to the procedures regarding the use of CalJOBS activity codes.

Effective immediately, all providers of services must implement the use of the attached Activity Code Reference Table, which begins on Page 2. Provider staff must use this table to ensure they are selecting the most accurate activity code that best describes the activity in which the participant is enrolled. All provider staff must use these codes when entering enrollments and must case note the activity in the participants case file.

Participants should only be enrolled in services as they take place. Except for activity codes with a one-day duration, all other activity codes must be closed within three business days of the activity's completion.

Follow-up activity codes may only be used for participants who have obtained unsubsidized employment and/or post-secondary education and training, have been exited and are in the 12- months follow up period.

The durations listed for each activity code indicate the number of days that the activity code will remain open.

Projected or actual end dates cannot extend beyond the listed duration period. "NA" indicates that the duration is based on actual attendance in the activity. Activity codes with durations of 90 or 180 days may be extended once.

The Credential Attainment and Measurable Skills Gain (MSG) columns will contain an "X" if the training activity requires credential attainment and input of an MSG. If no "X" appears in these columns, the outcome is not required for that activity.

If you have any questions, please contact the FRWDB Program Coordinator.

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
407	Financial Literacy Education	<p>A Youth participant completed Financial Literacy coursework that include one or more of the following:</p> <ul style="list-style-type: none"> • Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions. • Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards. • 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. • Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions. • 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. • 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. • Support activities that address the financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling. 	Yes	180		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
407 (Continued)	Financial Literacy Education	<ul style="list-style-type: none"> • 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. • 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. 	Yes	180		
409	Youth Job Shadowing	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.	Yes	90		
410	Leadership Development Services	<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> <ul style="list-style-type: none"> • Exposure to postsecondary educational possibilities. • Community and service-learning projects. • Peer-centered activities, including peer mentoring and tutoring. • Organizational and teamwork training, including team leadership training. 	Yes	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
410 (Continued)	Leadership Development Services	<ul style="list-style-type: none"> • Training in decision-making, including determining priorities and problem solving. • Citizenship training, including life skills training such as parenting and work behavior training. • Civic engagement activities which promote the quality of life in a community; or • Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee. 	Yes	1		
411	Adult Mentoring	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.	Yes	1		
412	Objective Assessment	<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> <p>(Includes WorkKeys & ONET Career Assessments)</p>	No	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
413	Development of Individual Employment Plan (IEP)	<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>	No	1		
414	Basic Skills Instruction	<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> <p>(Includes as AZTEC and ACT WorkKeys Curriculum)</p>	Yes	NA		
415	Enrolled in Alternative Secondary Education	<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>	Yes	NA	x	x

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
416	Occupational Skills Training (Approved ETPL Provider) (ITA)	<p>An out-of-school Youth participant aged 18-24 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>	Yes	NA	x	x
417	Comprehensive Guidance and Counseling	<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>	Yes	1		
418	Adult Education (GED)	<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>	Yes	90	x	x

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
421	Enrolled in Postsecondary Education	<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>	Yes	NA	x	x
424	Entrepreneurial Skills Training	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.	Yes	180		
425	Work Experience (Paid)	<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 Job Shadowing (409), or Youth On-the-Job Training (428).</p>	Yes	180		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
428	Youth On-the-Job Training (OJT)	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.	Yes	NA		
429	Enrolled in Secondary Education Program	<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>	Yes	NA	x	x
430	Youth Occupational Skills Training (Youth Service Eligible Provider List)	<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>	Yes	NA	x	x

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
431	Enrolled in Pre-Apprenticeship Training	A Youth participant enrolled in a pre-apprenticeship program that has a documented partnership with at least one Registered Apprenticeship program. The pre-apprenticeship 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).	Yes	NA		
432	Enrolled in Apprenticeship Training (Approved ETPL Provider)	<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>	Yes	NA	x	x
433	Career Awareness	<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> <ul style="list-style-type: none"> • Workshops such as Job Ready, Interview Prep and Resume Development. • Job Ready Process activities such as Mock Interview and Job Ready Checklist • Career Track Application Worksheet 	Yes	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
434	Career Exploration	<p>A Youth participant selected an educational path, training, or a job which fits their interests, skills, and abilities.</p> <ul style="list-style-type: none"> • A Youth participant is receiving job leads and is actively job searching. <p>(Use for job search)</p>	Yes	1		
435	Career Counseling/ Planning	<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 post-secondary education and training (e.g., increased earning power and career mobility). This service can occur one-on-one or in a group.</p> <p>(Use for case management)</p> <p>(Use code to document the “Lost Contact/Can Not Locate” process. See current <u>Participant Contact</u> OD for usage direction)</p>	Yes	1		

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436	Postsecondary Transition Services	A Youth participant received services that helped them to prepare for and transition to postsecondary education and training. These services include exploring post-secondary 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.	Yes	1		
437	Pre- Apprenticeship Program with Occupational Skills Training (Approved ETPL Provider)	<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>	Yes	NA	x	x

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
438	Occupational Skills Training (non-ETPL provider)	<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>	Yes	NA	x	x
439	Education Offered Concurrently w/ Workforce Prep and Training	<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>	Yes	NA	x	x
480	Supportive Service: Child/Dependent Care	<p>A Youth participant received assistance with childcare or dependent care that enabled them to participate in activities authorized under WIOA.</p> <p>(See current <u>Supportive Services</u> OD for usage directions and limits)</p>	Yes	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
481	Supportive Service: Transportation Assistance	A Youth participant received assistance with transportation which enabled them to participate in activities authorized under WIOA. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		
482	Supportive Service: Medical	A Youth participant received assistance with medical services which enabled them to participate in activities authorized under WIOA. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		
483	Supportive Service: Temporary Shelter	A Youth participant received assistance with temporary shelter that enabled them to participate in activities authorized under WIOA. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		
485	Supportive Service: Other	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. This activity code requires staff to document the type of service provided in a case note. (Includes drug testing and background checks)	Yes	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
487	Supportive Service: Tools/Clothing	A Youth participant received assistance with employment-related attire or tools to enable them to participate in activities authorized under WIOA. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		
488	Supportive Service: Housing Assistance	A Youth participant received housing assistance that was necessary to enable them to participant in activities authorized under WIOA. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		
489	Supportive Service: Utilities	A Youth participant received assistance with their utilities that enabled them to participate in activities authorized under WIOA. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		
490	Supportive Service: Educational Testing	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. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
491	Supportive Service: Needs- Related Payments	An Out-of-School 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. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		
492	Supportive Service: Linkages to Community Services	A Youth participant received assistance with linkages to community services that enabled them to participate in activities authorized under WIOA.	Yes	1		
493	Supportive Service: Postsecondary Academic Materials	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. (See current <u>Supportive Services</u> OD for usage directions and limits)	Yes	1		
F01	Referral To Community Resource	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.	No	1		
F02	Referral to Medical Services	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.	No	1		

CalJOBSSM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
F03	Tracking Progress on the Job	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.	No	1		
F04	Referral to Work-Related Peer Support Group	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.	No	1		
F05	Assistance Securing Better Paying Job	Staff provided a participant assistance in securing a job paying a higher wage.	No	1		
F06	Career Development and Further Education Planning	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.	No	1		
F07	Assistance with Work-Related Problems	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.	No	1		
F08	Adult Mentoring	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.	No	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
F09	Tutoring	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.	No	1		
F10	Leadership Development	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.	No	1		
F12	Supportive Service: Transportation (Approved Waiver Only)	A participant received transportation assistance that enabled them to be successful in employment and/or post-secondary education and training. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		
F13	Support Service: Purchase Work- Related Uniform/Attire	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. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		
F14	Supportive Service: Purchase Work-Related Tools	A participant received an allowance to purchase work-related tools that enabled them to be successful in employment and/or postsecondary education and training. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
F15	Supportive Service: Housing Assistance (Approved Waiver Only)	A participant received housing assistance that enabled them to be successful in employment and/or postsecondary education and training. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		
F16	Supportive Service: Utilities (Approved Waiver Only)	A participant received assistance with their utilities that enabled them to be successful in employment and/or postsecondary education and training. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		
F17	Supportive Service: Dependent Care (Approved Waiver Only)	A participant received childcare or dependent care assistance that enabled them to be successful in employment and/or postsecondary education and training. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		
F18	Supportive Service: Medical (Approved Waiver Only)	A participant received assistance with medical services that enabled them to be successful in employment and/or postsecondary education and training. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		
F21	Supportive Service: Educational Testing	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. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		

CalJOBS SM Activity Code	Activity Code Description	Local Activity Description	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
F22	Supportive Service: Postsecondary Educational Materials	A participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in postsecondary education classes. (See current <u>Supportive Services</u> OD for usage directions and limits)	No	1		