

# Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

**FRWDB OD # 04-16, Revision S**

**Date Released: March 18, 2025**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: Immediate upon Release**

**Subject: Adult Activity Codes**

**Applicable Program: Adult, Dislocated Worker**

**Revision History: Initial Release – 3/10/16; Rev B – 8/11/16; Rev C – 9/1/16; Rev D – 11/17/16; Rev E – 12/16/16; Rev F – 5/16/17; Rev G – 8/8/17; Rev H – 12/8/17; Rev I – 3/21/18; Rev J – 6/14/18; Rev K – 6/26/18; Rev L – 09/26/18; Rev M – 12/18/20; Rev M1 – 12/20/19; Rev N – 1/22/20; Rev O – 7/1/20; Rev O1- 7/10/20; Rev P -2/18/21; Rev Q – 3/30/21; Rev R – 03/11/22**

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

Effective immediately, all provider 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 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 <sup>SM</sup> Activity Code	Service Code Description	Definition	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
106	In Program "Follow-Up"	<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> <ul style="list-style-type: none"> <li>• Staff met with a participant for the provision of supportive services.</li> <li>• 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>• Contacting the participant and/or their employer on a regular or intermittent basis to help with work-related issues following job placement.</li> <li>• Staff phone call or letter offering to visit employee and/or employer following job placement.</li> </ul> <p>Note: This is an administrative activity or housekeeping activity code and is not a service to the participant.</p>	No	1		
109	Referred to Community Resource	Staff—via phone call, email, or other means of direct contact—initiated a referral to a community resource on behalf of a participant.	Yes	1		
112	Job Fair	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.	No	1		

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115	Resume Preparation Assistance	Staff provided one-on-one instruction on resume and/or cover letter formats and assisted in the development of one or both.  Note: Staff assisting a participant with data entry by inputting their resume into CalJOBS does not constitute as Resume Preparation Assistance.	Yes	1		
119	Financial Aid Assistance	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.	Yes	1		
120	Use of AJCC Resource Room	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.	No	1		
121	Job Referral: Job Outside CalJOBS (non-Federal)	Staff referred a participant to a job opening that was neither listed in CalJOBS, nor by a federal department or agency.	Yes	1		
122	Job Referral: Federal	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.	Yes	1		
123	Job Development Contacts	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	Yes	1		

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123 (Continued)	Job Development Contacts	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.  (e.g., CalJOBS <sup>SM</sup> , online job postings, government job listings.)	Yes	1		
125	Job Search and Placement Assistance	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 non-traditional employment.	Yes	1		
132	Resume Writing Workshop	AJCC staff provided a resume writing workshop to two or more participants in need of resume writing assistance and/or cover letter format, and assistance in the development of one or both.	Yes	1		
133	Job Search Workshop	Staff provided a job search workshop to two or more participants, instructing them on résumé writing, application preparation, interview skills, and job lead development.  <b>(Use code for Interview Preparation Workshop)</b>	Yes	1		
134	Workshop	Staff provided two or more participants instruction relative to employment.  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]).	Yes	1		

CalJOBS <sup>SM</sup> Activity Code	Service Code Description	Definition	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
140	Referred to Other Federal/State Assistance	A participant was referred to other federal/state assistance, which may include, but is not limited to, Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support, and/or any other federal or state assistance programs.	Yes	1		
167	Referred to VA Services: Other Enrolled only	AJCC staff referred a participant to VA services for services 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.	Yes	1		
180	Support Service: Child/Dependen t Care	<p>A participant received assistance with childcare or dependent care that enabled them 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> <p><b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b></p>	No	1		
181	Supportive Service: Transportation Assistance	<p>A participant received assistance with transportation that enabled them 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>	No	1		

CalJOBS <sup>SM</sup> Activity Code	Service Code Description	Definition	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
181 (Continued)	Supportive Service: Transportation Assistance	<b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b>	No	1		
182	Supportive Service: Medical	<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> <p><b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b></p>	No	1		
184	Supportive Service: Temporary Shelter	<p>A participant received assistance with temporary shelter that enabled them 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> <p><b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b></p>	No	1		
185	Supportive Service: Other	<p>A participant received assistance that was necessary to enable the individual to participate in staff-assisted career services or training services. This activity code should only be used if no other supportive service codes apply.</p> <p>This activity code requires staff to document the type of service provided in a case note.</p>	No	1		

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185 (Continued)	Supportive Service: Other	<p><b>(Includes drug testing and background checks)</b></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> <p><b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b></p>	No	1		
187	Supportive Service: Job Search Allowance	<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><b>(Includes interview clothing, appropriate shoes, gas money, and parking costs)</b></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> <p><b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b></p>	No	1		
188	Supportive Service: Tools/Clothing	<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>	No	1		

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188 (Continued)	Supportive Service: Tools/Clothing	<b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b>	No	1		
189	Supportive Service: Housing Assistance	<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> <p><b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b></p>	No	1		
190	Supportive Service: Utilities	<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> <p><b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b></p>	No	1		
191	Supportive Service: Educational Testing	<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</p>	No	1		



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191 (Continued)	Supportive Service: Educational Testing	for the supportive service must be within the dates of the career service or training service.  <b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b>	No	1		
192	Supportive Service: Postsecondary Academic Materials	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.  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.  <b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b>	No	1		
200	Individual Counseling	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.  <b>(Use code for case management)</b>  <b>(Use code to document the “Lost Contact/Can Not Locate” process. See current <u>Participant Contact</u> OD for usage direction)</b>	Yes	1		
201	Group Counseling	Staff, in a group setting, provided a participant counseling and vocational guidance to assist the participant in achieving	Yes	1		

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201 (Continued)	Group Counseling	employment goals, and to make decisions regarding employment and/or training opportunities.	Yes	1		
202	Career Guidance/ Planning	Staff provided a participant information, materials, suggestions, and/or advice to help a participant make occupational or career decisions.  <ul style="list-style-type: none"> <li>• <b>Job Ready Process activities such as Mock Interview and Job Ready Checklist</b></li> <li>• <b>Career Track Application Worksheet</b></li> </ul>	Yes	1		
203	Objective Assessment	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.	Yes	1		
204	Interest and Aptitudes Testing (WorkKeys, ONET Career Assessments)	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.  <b>(Includes WorkKeys and ONET Career Assessments)</b>	Yes	1		
205	Development of Individual Employment Plan (IEP)	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.  This code should be added to the participant's application every time the IEP is edited or updated.	Yes	1		

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205 (Continued)	Development of Individual Employment Plan (IEP)	This code includes the Individual Service Strategy (ISS) and/or the Educational Development Plan (EDP).	Yes	1		
209	Referred to State and Local Training (Non-WIOA)	Staff referred a participant to a training program funded by state and/or local agencies.	Yes	1		
210	Referred to Educational Services (non-Federal/State/Local)	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.	Yes	1		
214	Adult Literacy, Basic Skills, or GED Preparation	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.  <b>(Includes AZTEC Tutorial and WorkKeys Remediation)</b>	Yes	1		
215	Short Term Prevocational Services	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.  <b>(Use code for Job Readiness Workshop and Soft Skill Remediation-Online Training <u>ONLY</u>)</b>	Yes	7		

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216	Out-of-Area Job Search Assistance	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.	Yes	1		
217	Relocation Assistance	Staff provided financial assistance to relocate to accept employment, as provided by local policy.  <b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b>	Yes	1		
218	Referred to Internship	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.	Yes	1		
219	Work Experience	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.  This activity does not include Referred to Internship (218), Pre-Apprenticeship Training (224), or Transitional Job (321).	Yes	180		
221	Financial Literacy Education	A participant received financial literacy services that support the ability to do one or more of the following: <ul style="list-style-type: none"> <li>• Create household budgets, initiate savings plans, and make informed financial decisions about education, retirements, home ownership, wealth building, or other savings goals.</li> <li>• Manage spending, credit, and debt, including credit card debt, effectively.</li> </ul>	Yes	90		

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221 (Continued)	Financial Literacy Education	<ul style="list-style-type: none"> <li>• 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>• The ability to understand, evaluate, and compare financial products, services, and opportunities.</li> <li>• 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> </ul>	Yes	90		
222	English Language Learner (ELL)	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.	Yes	90		
224	Pre- Apprenticeship Training	<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>	Yes	180		

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227	Disaster Relief Employment/Temporary Job (NDWG only)	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.	Yes	NA		
300	Occupational Skills Training (Approved ETPL Provider) (ITA)	<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>	Yes	NA	x	x
301	On-the-Job Training (OJT)	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.	Yes	NA		x

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301 (Continued)	On-the-Job Training (OJT)	Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.	Yes	NA		x
302	Entrepreneurial Training (Approved ETPL Provider)	<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>	Yes	NA	x	x
304	Customized Training	<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> <ul style="list-style-type: none"> <li>• The participant is not earning a self-sufficient wage as determined by the FRWDB.</li> <li>• The above paragraph's requirements are met.</li> <li>• The customized training relates to on-the-job training contracts for employed workers, or other appropriate purposes identified by the Local Area.</li> </ul>	Yes	NA		x

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304 (Continued)	Customized Training	Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.	Yes	NA		x
305	Skills Upgrading and Retraining (Approved ETPL Provider)	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.  Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.	Yes	NA	x	x
306	Prerequisite Training (Approved ETPL Provider)	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.  Note: All training services must have provider and program information, including an ONET Code that indicates the occupation of the participant's employment goal.	Yes	NA	x	x
307	Pre- Apprenticeship Program w/Occupational Skill Training (Approved ETPL Provider)	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	Yes	NA	x	x



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307 (Continued)	Pre-Apprenticeship Program w/Occupational Skill Training (Approved ETPL Provider)	<p>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>	Yes	NA	x	x
308	Incumbent Worker Training	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.	No	NA		
312	Placed in Federal Training (includes TAA and WIOA)	Placed in Federal Training (includes TAA and WIOA)	Yes	1		

CalJOBS <sup>SM</sup> Activity Code	Service Code Description	Definition	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
313	Placed in State and Local Trainings (non-TAA, non-WIOA)	<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>	Yes	1		
315	Tracking for Non-WIOA Training	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).	No	NA		
321	Transitional Job	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.	Yes	NA		
322	Job Readiness Training	<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>	Yes	NA		x

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322 (Continued)	Job Readiness Training	<ul style="list-style-type: none"> <li>• Occupational Skills Training (300)</li> <li>• On-the-Job Training (301)</li> <li>• Entrepreneurial Training (302)</li> <li>• Skills Upgrading and Retraining (305)</li> <li>• Incumbent Worker Training (308)</li> <li>• Workplace Training &amp; Cooperative Education (323)</li> </ul> <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
323	Workplace Training & Cooperative Education (Approved ETPL Provider)	<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>	Yes	NA	x	x
325	Apprenticeship Training (Approved ETPL Provider)	<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>	Yes	NA	x	x

CalJOBS <sup>SM</sup> Activity Code	Service Code Description	Definition	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
326	Supportive Service: Needs- Related Payments (Training)	<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> <p><b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b></p>	No	1		
327	Supportive Service: Training Allowance	<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> <p>Use this code only for those “pre-training” courses. These courses will not be on the statewide ETPL. See IB 05-16 for further guidance.</p>	No	1		
328	Occupational Skills Training (non-ETPL provider)	<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>	Yes	NA	x	x

CalJOBS <sup>SM</sup> Activity Code	Service Code Description	Definition	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
330	Local Board Determination Training	<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>	Yes	NA	x	x
346	Out-of-State Training Provider	<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>	Yes	NA	x	x
F01	Referral to Community Resources	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		

CalJOBS <sup>SM</sup> Activity Code	Service Code Description	Definition	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		
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		

CalJOBS <sup>SM</sup> Activity Code	Service Code Description	Definition	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
F13	Supportive Services: 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.  <b>See current <u>Supportive Services</u> OD for usage directions and limits)</b>		1		
F14	Support Services: 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.  <b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b>	No	1		
F15	Supportive Services: Housing Assistance  <b>(Approved Waiver Only)</b>	A participant received housing assistance that enabled them to be successful in employment and/or postsecondary education and training.  <b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b>	No	1		
F16	Supportive Services: Utilities  <b>(Approved Waiver Only)</b>	A participant received assistance with their utilities that enabled them to be successful in employment and/or postsecondary education and training.  <b>(See current <u>Supportive Services</u> OD for usage directions and limits)</b>	No	1		

CalJOBS <sup>SM</sup> Activity Code	Service Code Description	Definition	Restarts Exit Clock	Duration (Days)	Credential Attainment	MSG
F17	Supportive Services: 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 Services: 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)				
F21	Supportive Services: 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		