

## Statewide Rapid Response Additional Assistance Grant 1214 LAX – Activity Codes Guidance

Contractors shall provide the following Activity Services, as needed, to improve employment outcomes. The use of activity codes directly relates to federal reporting and WIOA performance indicators. The activity codes below are recommended for the LAX Additional Assistance Grant 1214 program, but other applicable activity codes may be used; see WSD 19-06.

All LAX applicants enrolled in Grant 1214 are required to have three activities reported in the CalJOBS system:

- Orientation – 101
- Objective Assessment - 203
- Development of IEP – 205

### Career Services Activity Codes

Activity Code	Activity Code Name and Definition
101  <b>Required</b>	<p><b>Orientation</b></p> <p>An individual attended an orientation informing him/her of the information and services available through the AJCC delivery system. This includes, but is not limited to, Veteran Orientation, WIOA Orientation, and Local Office Orientation.</p>
102	<p><b>Initial Assessment</b></p> <p>AJCC staff conducted an initial assessment of a participant's skill level, aptitude, abilities, interests, and supportive service needs.</p>
105	<p><b>Job Finding Club</b></p> <p>A participant attended an organized activity that provided instruction on résumé writing, application preparation, interviewing skills, and/or job lead development, and included a period of structured application where participants attempted to secure employment.</p>
107	<p><b>Provision of Labor Market Research</b></p> <p>AJCC 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. Examples include state and local labor market conditions; industries, occupations, and characteristics of the workforce; area businesses' identified skill needs; employer wage and benefit trends; short and long-term industry and occupational projections; worker supply and demand; and job vacancies survey results. This service may also include local employment information, such as workforce availability, business turnover rates, job creation, and job identification of high-growth and high-demand industries.</p>

115	<p><b>Résumé Preparation Assistance</b></p> <p>An AJCC staff provided one-on-one instruction on résumé and cover letter formats and assisted in the development of one or both.</p> <p>*AJCC staff assisting a participant by inputting a participant's résumé into CalJOBS does not constitute as Résumé Preparation Assistance.</p>
125	<p><b>Job Search and Placement Assistance</b></p> <p>AJCC 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>
130	<p><b>Proficiency Testing</b></p> <p>AJCC 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>
132	<p><b>Résumé Writing Workshop</b></p> <p>AJCC staff provided a résumé writing workshop to two or more participants in need of résumé writing assistance and/or cover letter format, and assistance in the development of one or both.</p> <p>*This definition does not include Résumé Preparation Assistance (115).</p>
200	<p><b>Individual Counseling</b></p> <p>AJCC 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>
202	<p><b>Career Guidance/Planning</b></p> <p>AJCC staff provided a participant information, materials, suggestions, and/or advice to help a participant make occupational or career decisions.</p>
203 <b>Required</b>	<p><b>Objective Assessment</b></p> <p>AJCC 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>

<p>205</p> <p><b>Required</b></p>	<p><b>Development of IEP/ISS/EDP</b></p> <p>AJCC staff and a participant jointly developed an ongoing strategy to identify the participant’s employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to be able to achieve his/her employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.</p>
<p>215</p>	<p><b>Short-Term Prevocational Services</b></p> <p>A participant is receiving short-term, prevocational services, including the development of learning, communication, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare the participant for unsubsidized employment or training.</p>
<p>224</p>	<p><b>Pre-Apprenticeship Training</b></p> <p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA'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>This activity code requires staff to provide justification in CalJOBS under case notes.</p>

**Supportive services Activity Codes**

<p><b>Activity Code</b></p>	<p><b>Activity Code Name and Definition</b></p>
<p>181</p>	<p><b>Supportive Service: Transportation Assistance</b></p> <p>A participant received assistance with transportation that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*These services must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>

185	<p><b>Supportive Service: Other</b></p> <p>A participant received assistance that was necessary to enable the individual to participate in career services or training activities. 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> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*These services must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</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 or retaining employment.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*These services must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>

### Training services Activity Codes

Activity Codes	Activity Code Name and Definition
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.</p> <p>All Occupational Skills Training Services must have an Occupational Code (ONET Code) that indicates the type of training being provided. The Industry Code (NAICS Code) is not required.</p>

301	<p><b>On-the-Job Training</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; (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>
302	<p><b>Entrepreneurial Training</b></p> <p>A participant attended entrepreneurial skills training 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.</p>
304	<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 Board in accordance with WIOA.</p> <p>Customized training may be provided when 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 Local Board policy.</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 Board.</li> </ul>
305	<p><b>Skills Upgrading and Retraining</b></p> <p>A participant was provided training to upgrade his/her skills, and/or to retrain.</p>
306	<p><b>WIOA Prerequisite Trainings</b></p> <p>A participant enrolled in the required prerequisite training/coursework prior to entry into an institution's approved training program.</p>

307	<p><b>Pre-Apprenticeship Program w/Occupational Skill Training (ITA)</b></p> <p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA'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>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 Pre-Apprenticeship Training (224) activity code should be utilized.</p>
308	<p><b>Incumbent Worker Training</b></p> <p>The participant participated in an incumbent worker training designed to meet the needs of an employer or group of employers in an effort 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.</p>
321	<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 by the AJCC 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, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.</p>
322	<p><b>Job Readiness Training</b></p> <p>A participant received training regarding the skills necessary to be successful in the workplace. The training provided the participant with specific occupational competencies needed to perform specific tasks on the job. These competencies 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.</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, including training for nontraditional employment (300)</li> <li>2. On-the-job training (301)</li> <li>3. Incumbent worker training (308)</li> </ol>

	<ol style="list-style-type: none"> <li>4. Programs that combine workplace training with related instruction, which may include cooperative education programs (321)</li> <li>5. Private sector operated training programs (320)</li> <li>6. Skill upgrading and re-training (305)</li> <li>7. Entrepreneurial training (302)</li> <li>8. Transitional jobs (321)</li> </ol>
323	<p><b>Workplace Training &amp; Cooperative Education</b></p> <p>A participant attended a training program that combined workplace training with related instruction. This definition includes cooperative education programs.</p>
324	<p><b>Adult Education with Training Services</b></p> <p>A participant, in consultation with an employment counselor, enrolled in Adult Education that incorporates an Occupational Skills Training program selected from the CA ETPL that confers industry-valued skills in priority industry sectors, and is paid for with a pre-approved Individual Training Account.</p> <p>The participant must also be enrolled in one of the following activities: 300, 301, 302, 305, 306, 320, 323, 325, 330, 346, or 416.</p>
325	<p><b>Apprenticeship Training</b></p> <p>A participant enrolled into a Registered Apprenticeship Program listed on the CA ETPL.</p>
326	<p><b>Supportive Service: Needs-Related Payments (Training)</b></p> <p>An unemployed Adult or Dislocated Worker participant received a needs-related payment(s) for the purpose of enabling him/her to participate in training services. In order to qualify for needs-related payments, the participant must also be unemployed, not qualified or ceased to qualify for unemployment compensation, and be enrolled in a training service under WIOA.</p> <p>Please note: The maximum level of needs-related payments must be established by the Local WDB.</p>
327	<p><b>Supportive Service: Training Allowance</b></p> <p>The participant received an approved training allowance required in conjunction with his/her 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, non-formula)</b></p> <p>A 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.</p> <p>This code cannot be used for formula ITAs.</p>