

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

## Contents

**Participant Activity Codes ..... 2**

**002 - 090 ..... 2**

**101 - 195 .....3**

**200 - 280 .....155**

**300 - 346 .....21**

**400 - 493 .....30**

**500 - 505 .....43**

**Follow-Up Activity Codes ..... 44**

**Employer Activity Codes ..... 48**

## 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 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 and/or how the local area is performing on local performance measures in 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. 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>
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 at an America's Job Center of California (AJCC) resource room, partnering agency, home, library, or other physical location.</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 using a smartphone, tablet or other electronic device at an AJCC resource room, partnering agency, home, library or other physical location.</p>
007	<p><b>Self-Service Initial Résumé</b></p> <p>This activity is system generated when an individual prepares his/her CalJOBS résumé at an AJCC resource room, partnering agency, home, library, or other physical location.</p>

Activity Code	Activity Code Name and Definition
008	<p><b>Self-Service Résumé: Update and Additions</b></p> <p>This activity is system generated when an individual revises his/her résumé on CalJOBS using an AJCC resource room, partnering agency, home, library, or other physical location.</p>
080	<p><b>Complaint Process Information</b></p> <p>A participant was informed of the grievance and complaint procedures established by the Local Area or EDD 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 a veteran self-identifies 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 designed to inform and educate him/her about his/her employment strengths and weaknesses.</p>
101	<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>
103	<p><b>Provision of Information on Training Providers/Performance Outcomes</b></p> <p>AJCC 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>

Activity Code	Activity Code Name and Definition
105	<p><b>Job Finding Club</b></p> <p>A participant attended an organized activity that provided instructions 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>
106	<p><b>Follow-Up Services after Employment (prior to exit)</b></p> <p>This activity applies to a participant who is enrolled in a program but has not soft exited. This code includes, but is not limited to the following:</p> <ol style="list-style-type: none"> <li>1. AJCC 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. AJCC Staff met with participant to collect documentation related to MSGs and/or Credential attainment.</li> <li>3. Peer support groups.</li> <li>4. Contacting the participant and/or his/her employer on a regular or intermittent basis to offer assistance with work-related issues following job placement.</li> <li>5. AJCC staff phone call or letter offering to visit employee and/or employer following job placement.</li> <li>6. Enrollment in training to secure a better-paying job; comprehensive guidance, counseling, or referral, including for alcohol and drug abuse following job placement.</li> </ol> <p>For Youth participants, they should use the Leadership Development Services (410) activity instead.</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>
108	<p><b>Referred to WIOA Services (not training)</b></p> <p>A participant was referred to WIOA Title I Career Services.</p>

Activity Code	Activity Code Name and Definition
109	<p><b>Referred to Community Resource</b></p> <p>AJCC staff—via phone call, email, or other means of direct contact—initiated a referral to a community resource on behalf of a participant.</p>
110	<p><b>Attended Rapid Response</b></p> <p>A participant took part in Rapid Response activities subsequent to his/her program participation.</p>
112	<p><b>Job Fair</b></p> <p>AJCC 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>
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>
117	<p><b>UI General Information</b></p> <p>An individual filed or re-opened an online Unemployment Insurance (UI) claim, certified for benefits, or contacted the UI Branch using a smartphone, tablet, or other electronic device at an AJCC, a partnering agency, or other physical location. The individual required minimal or no AJCC staff assistance.</p>

Activity Code	Activity Code Name and Definition
118	<p><b>UI Claims Assistance</b></p> <p>A participant who requested, or a claimant that self-identified as having barriers, such as limited English proficiency or disabilities, received meaningful assistance in filing a UI claim from a knowledgeable AJCC staff trained in how to file a UI claim; verify UI certification, benefits, and claim status; or make appointments. If the assistance is provided remotely using technology, it must be technology that enables trained staff to provide the assistance, e.g., live Web chat, video conference applications, and other one-on-one means.</p>
119	<p><b>Financial Aid Assistance</b></p> <p>A participant received meaningful assistance from knowledgeable AJCC staff in exploring and/or establishing eligibility for financial aid assistance for training and education programs not covered under 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>AJCC staff referred a participant to a job opening that was neither listed in CalJOBS, nor by a federal department or agency.</p>
122	<p><b>Job Referral: Federal</b></p> <p>AJCC 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.</p>
123	<p><b>Job Development Contacts</b></p> <p>AJCC 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>

Activity Code	Activity Code Name and Definition
124	<p><b>Received Bonding Assistance</b></p> <p>AJCC 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 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 Division's Bonding Coordinator</li> </ol>
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>
126	<p><b>Tax Credit Eligibility Determination (includes WOTC)</b></p> <p>AJCC 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>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>
131	<p><b>Testing as Requested by Employer</b></p> <p>AJCC staff conducted employer-required participant testing.</p>

Activity Code	Activity Code Name and Definition
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>
133	<p><b>Job Search Workshop</b></p> <p>AJCC staff provided a job search workshop to two or more participants instructing them on résumé writing, application preparation, interview skills, and job lead development.</p> <p>This definition does not include Job Finding Club (105), Résumé Preparation Assistance (115), Résumé Writing Workshop (132), Workshop (134), or UI-mandated events (147, 149 or 194).</p>
134	<p><b>Workshop</b></p> <p>AJCC staff provided two or more participants instruction relative to employment.</p> <p>This definition does not include Job Finding Club (105), Résumé Preparation Assistance (115), Résumé Writing Workshop (132), Job Search Workshop (133), or UI-mandated events (147, 149 or 194).</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: 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.</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. PJSA activities include, but are not limited to, entering a résumé in CalJOBS, inquiring about the claimant’s search for work, providing information on AJCC services, assisting with job search via CalJOBS or other methods, providing specific labor market information, and referring to other AJCC services as appropriate.</p>



Activity Code	Activity Code Name and Definition
159	<p><b>Referred to NFJP: WIOA 167 Grantee</b></p> <p>A participant was referred to a National Farmworker Jobs Program Grantees, WIOA 167 to receive one or more of the services which is included, but not limited to receive assistants in job training, job placement assistance, affordable housing assistance, English Classes, energy services, criminal justice services, citizenship and immigration aid, food, healthcare, childcare assistance, disability and rehabilitation services.</p>
160	<p><b>Referred to JVSG Services: SBE</b></p> <p>AJCC staff referred a participant to Jobs for Veterans’ State Grants (JVSG) services due to identification that the participant has significant barriers to employment.</p>
161	<p><b>Referred to JVSG Services: TSM</b></p> <p>AJCC staff referred a participant to JVSG services due to identification that the participant being identified as a Transitioning Service Member (TSM) is in need of individualized career services.</p>
162	<p><b>Referred to JVSG Services: Medical or Caregiver</b></p> <p>AJCC staff referred a participant JVSG services due to identification that the participant is wounded, ill, or injured 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>AJCC staff referred a participant to Veterans Affairs (VA) services for Post-9/11 GI Bill benefits.</p>
165	<p><b>Referred to VA Services: Montgomery Bill</b></p> <p>AJCC staff referred a participant to VA services for Montgomery GI Bill benefits.</p>
166	<p><b>Referred to VA Services: GI Bill and Montgomery Bill</b></p> <p>AJCC staff referred a participant to VA services for both the Post-9/11 GI Bill, and to the Montgomery GI Bill benefits.</p>

Activity Code	Activity Code Name and Definition
167	<p><b>Referred to VA Services: Other</b></p> <p>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 PTSD, TBI treatment, and substance abuse assistance.</p>
179	<p><b>Job Referral: Outside Web-Link</b></p> <p>A participant obtained 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 child care or dependent care 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>*This service 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>
181	<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>*This service 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>

Activity Code	Activity Code Name and Definition
<p><b>182</b></p>	<p><b>Supportive Service: Medical</b></p> <p>A participant received assistance with medical services 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>*This service 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>
<p><b>183</b></p>	<p><b>Supportive Service: Incentives/Bonuses</b></p> <p>A participant received an incentive or bonus 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>This definition does not include Needs-Related Payments (326). Service must be provided according to the approved Local Area policy for Incentives and Bonuses.</p> <p>*This service 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>
<p><b>184</b></p>	<p><b>Supportive Service: Temporary Shelter</b></p> <p>A participant received assistance with temporary shelter 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>*This service 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>

Activity Code	Activity Code Name and Definition
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>*This service 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>
186	<p><b>Supportive Service: Seminar/Workshop Allowance</b></p> <p>A participant received an allowance to attend an employment-related seminar or workshop.</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>*This service 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>
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.</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>*This service 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>

Activity Code	Activity Code Name and Definition
<p><b>188</b></p>	<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.</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>*This service 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>
<p><b>189</b></p>	<p><b>Supportive Service: Housing Assistance</b></p> <p>AJCC staff provided and/or arranged for a participant to receive housing 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>*This service 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>
<p><b>190</b></p>	<p><b>Supportive Service: Utilities</b></p> <p>AJCC staff provided and/or arranged for a participant to receive assistance with his/her utilities 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>*This service 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>

Activity Code	Activity Code Name and Definition
<p><b>191</b></p>	<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.</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>*This service 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>
<p><b>192</b></p>	<p><b>Supportive Service: Post-Secondary Academic Materials</b></p> <p>A participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in post-secondary education classes.</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>*This service 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>
<p><b>194</b></p>	<p><b>Reemployment Services and Eligibility Assessment (RESEA)</b></p> <p>A UI claimant attended a Reemployment Services and Eligibility Assessment (RESEA) workshop, and received services which may include, but are not limited to: UI eligibility assessment, orientation of AJCC services, provision of labor market information, registration in CalJOBS, development of a reemployment plan, and referral to other AJCC services.</p>
<p><b>195</b></p>	<p><b>RESEA Subsequent Service</b></p> <p>AJCC staff provided an Unemployment Insurance claimant with a mandatory Reemployment Services and Eligibility Assessment (RESEA) Subsequent Service. The participant must have already completed the initial RESEA.</p> <p>This activity code must be used in conjunction with an approved RESEA subsequent service code, as listed in the most recent RESEA Internal Administrative Notice (IAN).</p>

Activity Code	Activity Code Name and Definition
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>
201	<p><b>Group Counseling</b></p> <p>AJCC 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>AJCC 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>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>
204	<p><b>Interest and Aptitude Testing</b></p> <p>AJCC staff tested a participant's aptitude to determine whether the participant has the necessary skills and qualifications to achieve his/her employment goals, or successfully participate in a selected program of training services.</p>
205	<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>

Activity Code	Activity Code Name and Definition
206	<p><b>Referred to Registered Apprenticeship Program</b></p> <p>AJCC staff referred a participant to an apprenticeship program approved and recorded by the U.S. Department of Labor's Employment and Training Administration, Bureau of Apprenticeship Training, or a California state-recognized apprenticeship agency or council, such as the California Department of Industrial Relations, Division of Apprenticeship Standards.</p>
207	<p><b>Referred to Job Corps</b></p> <p>AJCC 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 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 with monies from 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>AJCC staff referred a participant to a service provider funded with monies other than federal, state or local agencies monies, 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>
211	<p><b>Referred to WIOA Title IB Training</b></p> <p>AJCC 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>



Activity Code	Activity Code Name and Definition
213	<p><b>Mentorship</b></p> <p>AJCC staff referred a participant to a mentoring program. The participant was paired with a mentor experienced in one or more areas that would 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 of time.</p>
214	<p><b>Adult Literacy, Basic Skills or GED Preparation</b></p> <p>AJCC staff referred a participant to a course of basic academic instruction and/or basic education services below the post-secondary 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 post-secondary education and training.</p>
215	<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>
216	<p><b>Out-of-Area Job Search Assistance</b></p> <p>AJCC 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>
217	<p><b>Relocation Assistance</b></p> <p>AJCC staff provided financial assistance to relocate in order to accept employment, as provided by local policy.</p>
218	<p><b>Referred to Internship</b></p> <p>AJCC 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>

Activity Code	Activity Code Name and Definition
219	<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 period. 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 (320).</p>
221	<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 particular 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>
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 (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>

Activity Code	Activity Code Name and Definition
226	<p><b>Reading and/or Math Testing</b></p> <p>AJCC staff tested a participant's reading and 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. Clean-up and repair work will be performed on public and/or private non-profit lands.</p> <p>*This service is only available to eligible National Dislocated Worker Grant participants.</p>
230	<p><b>Case Management (TAA)</b></p> <p>EDD staff provided services by (a) preparing and coordinating a comprehensive employment plan, such as service strategy to ensure a participant's access to necessary <i>Trade Assistance Act (TAA)</i> activities and supportive services, using computer-based technologies whenever feasible; and (b) providing job and career planning during program participation and after job placement.</p> <p>*This activity code is only available to the TAA program.</p>
231	<p><b>Waiver: Recall</b></p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive Trade Readjustment Assistance (TRA) allowances (i.e., additional UI benefits under TAA). This requirement may be waived if the participant has been notified that he/she will be recalled by the employer from which the separation occurred.</p> <p>*This activity is only available to the TAA program.</p>
232	<p><b>Waiver: Marketable Skills</b></p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived if the participant has marketable skills for suitable employment, and there is a reasonable expectation of employment of equivalent wages in the foreseeable future.</p> <p>*This activity code is only available to the TAA program.</p>

Activity Code	Activity Code Name and Definition
233	<p><b>Waiver: Retirement</b></p> <p>The TAA requires a participant to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived 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> <p>*This activity code is only available to the TAA program.</p>
234	<p><b>Waiver: Poor Health</b></p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived if the participant is unable to participate in training due the participant's health.</p> <p>*This activity code is only available to the TAA program.</p>
235	<p><b>Waiver: Delay for Training</b></p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived 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> <p>*This activity code is only available to the TAA program.</p>
236	<p><b>Waiver: Training Not Available</b></p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived 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> <p>*This activity code is only available to the TAA program.</p>

Activity Code	Activity Code Name and Definition
237	<p><b>Approved Out-of-Area Job Search Allowance (TAA)</b></p> <p>An adversely affected dislocated worker has received a Job Search Allowance in obtaining employment in areas outside his/her normal labor market.</p> <p>*This activity code is only available to the TAA program.</p>
280	<p><b>Wage Subsidy (TAA)</b></p> <p>Established as an alternative assistance program for older workers certified eligible to apply to under the TAA. Workers in an eligible group who are at least 50 years of age, and who obtain different, full-time employment within 26 weeks of separation from adversely affected employment, at wages less than those earned in adversely-affected employment, may receive up to half the difference between the old wage and the new wage. The new wage subsidy may be paid up to a maximum of \$10,000 during a two-year eligibility period. To be eligible for the TAA program, workers may not earn less than \$50,000 per year in the new employment.</p> <p>*This activity code is only available to the TAA program.</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.</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; 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.</p>

Activity Code	Activity Code Name and Definition
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>
303	<p><b>Distance Learning (TAA)</b></p> <p>The participant is enrolled in TAA Technology-Based Learning (TBL) (i.e., an e-learning program or course of study where instruction is delivered via electronic technology, including the internet, intranet sites, satellite broadcasts, audio and video conferencing, internet bulletin boards, chat rooms, webcasts, and sometimes in concert with face-to-face instruction, aka, "blended learning").</p> <p>*This activity code is only available to the TAA program.</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> <ol style="list-style-type: none"> <li>1. The participant is not earning a self-sufficient wage as determined by Local Board 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 Board.</li> </ol>
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>

Activity Code	Activity Code Name and Definition
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). 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>
311	<p><b>Placed in Job Corps</b></p> <p>AJCC staff verified that a participant enrolled in a WIOA Title IC Job Corps program.</p>
312	<p><b>Placed in Federal Training (includes TAA and WIOA)</b></p> <p>AJCC verified that a participant enrolled in a federal government supported training program, such as a WIOA-funded project 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 Placed in Job Corps (311), or 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 does not place someone in the Measurable Skill Gains and/or Credential Measure.</p>

Activity Code	Activity Code Name and Definition
<p><b>313</b></p>	<p><b>Placed in State and Local Trainings (non-TAA, non-WIOA)</b></p> <p>AJCC staff verified that a participant entered a state and/or local agency-funded training program. In this instance, staff should select the activity code's co-enrolled training code option.</p> <p>This definition does not include Job Corps (311), or Placed in Federal Training (312).</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 does not place someone in the Measurable Skill Gains and/or Credential Measure.</p>
<p><b>320</b></p>	<p><b>Private Sector Training</b></p> <p>A participant enrolled in a private sector, non-WIOA training program.</p>
<p><b>321</b></p>	<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>



Activity Code	Activity Code Name and Definition
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> <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>

Activity Code	Activity Code Name and Definition
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 services 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 used for formula ITAs.</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 (LWDB) for reasons, such as higher education, lack of providers, barriers to employment, etc. This activity code requires staff to provide justification in CalJOBS under case notes.</p>
331	<p><b>Approved Travel in Training (TAA)</b></p> <p>A participant was provided an approved travel allowance due to his/her TAA training being outside a normal commute area. The definition of a normal commute is 25 miles or one hour, each way.</p> <p>*This activity code is only available to the TAA program.</p>

Activity Code	Activity Code Name and Definition
332	<p><b>Approved Subsistence in Training (TAA)</b></p> <p>A participant was provided a subsistence allowance while in training because he/she must live away from home to attend TAA-approved training.</p> <p>*This activity code is only available to the TAA program.</p>
333	<p><b>Approved Remedial Training for those with GED/HS Diploma (TAA)</b></p> <p>A participant was provided prevocational training in elementary skills that are required of every worker in order to be employed.</p> <p>*This activity code is only available to the TAA program.</p>
335	<p><b>Approved Occupational Skills Training – Approved by other State (TAA)</b></p> <p>The participant is an Agent/Liable client in TAA-approved training.</p> <p>Agent State: the State in which the participant will be attending training pays for the training.</p> <p>Liable State: where the petition is certified and weekly UI/TRA benefits are paid. That is, an out-of-state (non-California) TAA client can attend occupational training in California, and his/her training is paid by California's TAA program.</p> <p>*This activity code is only available to the TAA program.</p>
339	<p><b>Approved GED Training (TAA)</b></p> <p>A participant obtained a certificate of High School equivalency prior to entering vocational/occupational training.</p> <p>*This activity code is only available to the TAA program.</p>
341	<p><b>Approved Remedial Training for those with GED/HS Diploma – Approved by other State (TAA)</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-California) TAA client can attend remedial training in California, with his/her training being paid by California's TAA program.</p> <p>*This activity code is only available to the TAA program.</p>

Activity Code	Activity Code Name and Definition
342	<p><b>Approved Prerequisite Training (TAA)</b></p> <p>A participant completed prerequisite coursework required by the training institution before entry into one of the institution's approved training programs.</p> <p>*This activity code is only available to the TAA program.</p>
346	<p><b>Out-of-State Training Provider other ETPL (Requires Case Note to indicate other State's ETPL)</b></p> <p>A participant was enrolled with a provider headquartered outside of California, and who does not have an in-state training facility. Provider must be listed on another state's ETPL. This activity code requires staff to provide justification in CalJOBS under case notes.</p>
347	<p><b>Occupational Skills Training (Approved ETPL Provider) (TAA)</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>*This activity code is only available to the TAA program. Participants must receive activity code 205 (Development of an IEP) prior to receiving any TAA training activity codes.</p>
348	<p><b>On-the-Job Training (TAA)</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.</p> <p>*This activity code is only available to the TAA program. Participants must receive activity code 205 (Development of an IEP) prior to receiving any TAA training activity codes.</p>

Activity Code	Activity Code Name and Definition
<p><b>349</b></p>	<p><b>Customized Training (TAA)</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> <ol style="list-style-type: none"> <li>1. The participant is not earning a self-sufficient wage as determined by Local Board 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 Board.</li> </ol> <p>*This activity code is only available to the TAA program. Participants must receive activity code 205 (Development of an IEP) prior to receiving any TAA training activity codes.</p>
<p><b>350</b></p>	<p><b>Pre-Apprenticeship Program w/Occupational Skills Training (ITA) (TAA)</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). 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> <p>*This activity code is only available to the TAA program. Participants must receive activity code 205 (Development of an IEP) prior to receiving any TAA training activity codes.</p>

Activity Code	Activity Code Name and Definition
<p><b>351</b></p>	<p><b>Adult Education with Training Services (TAA)</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> <p>*This activity code is only available to the TAA program. Participants must receive activity code 205 (Development of an IEP) prior to receiving any TAA training activity codes.</p>
<p><b>352</b></p>	<p><b>Apprenticeship Training (TAA)</b></p> <p>A participant enrolled into a Registered Apprenticeship Program listed on the CA ETPL.</p> <p>*This activity code is only available to the TAA program. Participants must receive activity code 205 (Development of an IEP) prior to receiving any TAA training activity codes.</p>
<p><b>354</b></p>	<p><b>Occupational Skills Training (non-ETPL provider, non-formula) (TAA)</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> <p>*This activity code is only available to the TAA program. Participants must receive activity code 205 (Development of an IEP) prior to receiving any TAA training activity codes.</p>
<p><b>400</b></p>	<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>
<p><b>406</b></p>	<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 post-secondary credential.</p>

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 particular 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 particular 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; or</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>

Activity Code	Activity Code Name and Definition
409	<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>
410	<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 team work 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>
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 interacts 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>



Activity Code	Activity Code Name and Definition
	<p>AJCC 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><b>413</b></p>	<p><b>Develop Service Strategies (IEP/ISS/EDP)</b></p> <p>AJCC staff developed individual strategies for the Youth participant that are directly linked to one or more performance indicator, and that identified career pathways that included education and employment goals, including, when appropriate, nontraditional employment, appropriate achievement objectives, and appropriate services that took into account the Youth's Objective Assessment.</p>
<p><b>414</b></p>	<p><b>Basic Skills Training</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 training 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 post-secondary education or training, and to develop into a productive, employable citizen.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
<p><b>415</b></p>	<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, an educational alternative.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
<p><b>416</b></p>	<p><b>Occupational Skills Training (Approved ETPL Provider)</b></p> <p>An Out-of-School Youth participant aged 16-to-24, was enrolled in occupational skills training that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields, and that aligned with an in-demand industry sector(s) or occupations in the Youth's local area. The training must be outcome-oriented and focused on an occupational goal specified in the individual service strategy, be of sufficient duration to impart the skills needed to meet the occupational goal; and lead to the attainment of a recognized postsecondary credential. Provider must be on the CA ETPL.</p> <p>*This activity code should not be used for In-School Youth. Youth must receive 412 and 413 prior to enrolling in this activity.</p>
<p><b>417</b></p>	<p><b>Comprehensive Guidance and Counseling</b></p> <p>A Youth participant was provided one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Activities leading to secondary school diploma attainment, or its equivalent; preparation for post-secondary and training opportunities;</li> <li>2. Strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials;</li> <li>3. Preparation for unsubsidized employment opportunities;</li> <li>4. Effective connections to employers, including small employers, on in-demand industry sectors and occupations within the Youth's local and regional labor markets; or</li> <li>5. Drug and alcohol abuse counseling, mental health counseling, and 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 in order to ensure continuity of service.</li> </ol> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
<p><b>418</b></p>	<p><b>Adult Education (GED)</b></p> <p>A Youth participant (not enrolled prior to participation) enrolled in a high school diploma equivalency program to qualify for one of the three U.S. Department of Education, Office of Post-Secondary Education's recognized high school equivalency certificate programs: 1) General Educational Development (GED) Test provided by the GED Testing Service; 2) the High School Equivalency Test (HiSET), provided by Educational Testing Services; or 3) the Test Assessing Secondary Completion (TASC) provided by CRB/McGraw-Hill.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
<p><b>419</b></p>	<p><b>Incentive Payment</b></p> <p>At the discretion of the Local Board, a Youth participant received an incentive payment based on an incentive contract between a Youth and the Local Board in recognition of the Youth’s achievement directly tied to training activities, education and/or work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that my provide incentive payments’ aligned with the local program’s policies; and are in accordance with the requirements contained in 2 CFR part 200.</p> <p>Such an incentive differs from a supportive service, as a supportive service may only be made when deemed necessary for a Youth to participate in program activities.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
<p><b>421</b></p>	<p><b>Enrolled in Post-Secondary Education</b></p> <p>A Youth participant possessing a high school or a GED diploma enrolled in a post-secondary program that provided the skills, education and/or training for an in-demand occupation or industry, and grants recognized credentials or degrees.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
<p><b>424</b></p>	<p><b>Entrepreneurial Skills Training</b></p> <p>A Youth enrolled in Entrepreneurial training that included the planning, starting and operating of a small business. Training includes, but is not limited to, the entrepreneurial-associated skills of initiative, self-direction, calculated risk taking, adaptability, seeking out and identifying business opportunities and innovative solutions; risk assessment, budget development; resource forecasting; the ability to analyze capital acquisition options and their corresponding trade-offs; and how to effectively market oneself and one's ideas.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
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 period of 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: Unpaid Youth Internship (408), Youth Job Shadowing (409), Unpaid Work Experience (426), Paid Internship (427), or On-the-Job Training (428).</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</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 period of 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: Unpaid Youth Internship (408), Youth Job Shadowing (409), Paid Work Experience (425), Paid Internship (427), or On-the-Job Training (428).</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
427	<p><b>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 period.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
428	<p><b>Youth On-the-Job Training</b></p> <p>A Youth participant took part in an on-the-job training experience in the private, for-profit, nonprofit, or public sector workplace for a limited time period.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
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>This definition does not apply to Enrolled in Alternative Secondary Education (415), or Adult Education (418).</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
430	<p><b>Youth Occupational Skills Training (Youth Service Eligible Provider List)</b></p> <p>A Youth participant attended training designed to provide jobs specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational field and aligns with in-demand industry sectors or occupational in the Local Area. The training must be outcome-oriented and focused on an occupational goal specified in the individual service strategy, be of sufficient duration to impart the skills needed to meet the occupational goal; and lead to the attainment of a recognized postsecondary credential. The training provider must be on the Youth Service Eligible Provider List.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
431	<p><b>Enrolled in Pre-Apprenticeship Training</b></p> <p>A Youth participant enrolled in a program or participated in a set of strategies designed to prepare Youth to enter and succeed in a registered apprenticeship program that has a documented partnership with at least one, if not more, registered apprenticeship program(s).</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
432	<p><b>Enrolled in Apprenticeship Training</b></p> <p>A Youth participant enrolled in a Registered Apprenticeship program. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
433	<p><b>Career Awareness</b></p> <p>A Youth participant engaged in activities designed to developed knowledge of the variety of careers and occupational available their skill requirements, working conditions and training prerequisites, and job opportunities across a wide range of industry sectors.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
434	<p><b>Career Exploration</b></p> <p>A Youth participant selected an educational path and training, or a job which fits their interests, skills and abilities.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</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 résumé preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training (e.g., increased earning power and career mobility).</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
436	<p><b>Post-Secondary Transition Services</b></p> <p>A Youth participant received services that helped him/her to prepare for and transition to post-secondary education and training. These services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. 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> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
437	<p><b>Pre-Apprenticeship Program with Occupational Skills 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). 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 (431) activity code should be utilized.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
438	<p><b>Occupational Skills Training (non-WIOA Funds)</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 was funded through non-WIOA funds, and the provider was not on the CA ETPL or the Youth Service Eligible Provider List.</p> <p>This code cannot be used for formula ITAs.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>
439	<p><b>Education Offered Concurrently w/Workforce Prep and Training</b></p> <p>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 program activity code refers to the concurrent delivery of these services which make up an integrated education and training model.</p> <p>*Youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
480	<p><b>Supportive Service: Child/Dependent Care</b></p> <p>A Youth participant received assistance with child care or dependent care which enabled him/her to participate in activities authorized under WIOA Title IB.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>
481	<p><b>Supportive Service: Transportation Assistance</b></p> <p>A Youth participant received assistance with transportation which enabled him/her to participate in activities authorized under WIOA Title IB.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>
482	<p><b>Supportive Service: Medical</b></p> <p>A Youth participant was referred to medical services which enabled him/her to participate in activities authorized under WIOA Title IB.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>
483	<p><b>Supportive Service: Temporary Shelter</b></p> <p>A Youth participant received assistance with temporary shelter that enabled him/her to participate in activities authorized under WIOA Title IB.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>



Activity Code	Activity Code Name and Definition
485	<p><b>Supportive Service: Other</b></p> <p>A Youth participant received assistance that was necessary to enable him/her to participate in activities authorized under WIOA Title IB. 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>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>
487	<p><b>Supportive Service: Tools/Clothing</b></p> <p>A Youth participant received assistance with employment-related attire or tools for the purpose of obtaining employment.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>
488	<p><b>Supportive Service: Housing Assistance</b></p> <p>AJCC staff provided and/or arranged for a Youth participant to receive housing assistance that was necessary to enable him/her to participant in activities authorized under WIOA Title IB.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>
489	<p><b>Supportive Service: Utilities</b></p> <p>AJCC staff provided and/or arranged for a Youth participant to receive assistance with his/her utilities that enabled him/her to participant in activities authorized under WIOA Title IB.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
<p><b>490</b></p>	<p><b>Supportive Service: Educational Testing</b></p> <p>A Youth participant received 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 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> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>
<p><b>491</b></p>	<p><b>Supportive Service: Needs-Related Payments</b></p> <p>An unemployed Youth participant received a needs-related payment(s) for the purpose of enabling him/her to participate in training. Unlike other supportive services, in order to qualify for needs-related payments, a participant must be enrolled in training. The participant must be unemployed, not qualified or ceased to qualify for unemployment compensation, and be enrolled in a training services under WIOA.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>
<p><b>492</b></p>	<p><b>Supportive Service: Linkages to Community Services</b></p> <p>A Youth participant received assistance with linkages to community services that enabled him/her to participate in activities authorized under WIOA Title IB.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</p>

Activity Code	Activity Code Name and Definition
493	<p><b>Supportive Service: Post-Secondary Educational Materials</b></p> <p>A Youth participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in post-secondary education classes that enabled him/her to participate in activities authorized under Title IB.</p> <p>*This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 prior to enrolling in this activity.</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>
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>
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>
503	<p><b>Negative Referral Result</b></p> <p>This code 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>AJCC 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>
590	<p><b>Notification to Jobseeker of Potential Job</b></p> <p>This code is system generated when staff notify job seeker of potential job.</p>

## Follow-Up Activity Codes

Activity Code	Activity Code Name and Definition
<b>F01</b>	<p><b>Referral to Community Resources</b></p> <p>AJCC staff referred a participant to a community resource. This follow-up service was provided to the participant to enable him/her 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>AJCC staff referred a participant to medical services. This follow-up service was provided to the participant to enable him/her 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>AJCC 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 his/her occupation or employment.</p>
<b>F04</b>	<p><b>Work-Related Peer Support Group</b></p> <p>AJCC 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 his/her employment.</p>
<b>F05</b>	<p><b>Assistance Securing Better Paying Job</b></p> <p>AJCC 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>AJCC staff provided a participant additional career planning and counseling. This follow-up service was provided to the participant to enable him/her to progress further in education, training, or to retain or obtain employment.</p>
<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 him/her to progress further in his/her occupation, or retain employment.</p>

Activity Code	Activity Code Name and Definition
<p><b>F08</b></p>	<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 him/her to progress further in education, training, or to retain or obtain employment.</p>
<p><b>F09</b></p>	<p><b>Tutoring</b></p> <p>AJCC staff provided or arranged for a Youth participant to receive tutoring. This follow-up service was provided to the participant to enable him/her to progress further in education, training, or to retain or obtain employment.</p>
<p><b>F10</b></p>	<p><b>Leadership Development</b></p> <p>AJCC 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 him/her to progress further in education, training, or to retain or obtain employment.</p>
<p><b>F12</b></p>	<p><b>Supportive Service: Transportation</b></p> <p>AJCC staff provided and/or arranged for a Youth participant to receive transportation assistance that enabled him/her to be successful in employment and/or postsecondary education and training.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>
<p><b>F13</b></p>	<p><b>Supportive Service: Purchase Work-Related Uniform/Attire</b></p> <p>AJCC staff provided and/or arranged for a Youth participant to receive an allowance to purchase work-related uniforms or attire that enabled him/her to be successful in employment and/or postsecondary education and training.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>

Activity Code	Activity Code Name and Definition
<p><b>F14</b></p>	<p><b>Supportive Service: Purchase Work-Related Tools</b></p> <p>AJCC staff provided and/or arranged a Youth participant to receive an allowance to purchase work-related tools that enabled him/her to be successful in employment and/or postsecondary education and training.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>
<p><b>F15</b></p>	<p><b>Supportive Service: Housing Assistance</b></p> <p>AJCC staff provided and/or arranged for a Youth participant to receive housing assistance that enabled him/her to be successful in employment and/or postsecondary education and training.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>
<p><b>F16</b></p>	<p><b>Supportive Service: Utilities</b></p> <p>AJCC staff provided and/or arranged for a participant to receive assistance with his/her utilities that enabled him/her to be successful in employment and/or postsecondary education and training.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>
<p><b>F17</b></p>	<p><b>Supportive Service: Dependent Care</b></p> <p>AJCC staff provided and/or arranged for a participant to receive child care or dependent care assistance that enabled him/her to be successful in employment and/or postsecondary education and training.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>

Activity Code	Activity Code Name and Definition
<p><b>F18</b></p>	<p><b>Supportive Service: Medical</b></p> <p>A Youth participant received assistance with medical services that enabled him/her to be successful in employment and/or postsecondary education and training.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>
<p><b>F19</b></p>	<p><b>Supportive Service: Incentives/Bonus</b></p> <p>A participant received an incentive or bonus after being placed in training activities or education. Per TEGL 21-16, allowable work experience expenditures include incentive payments tied directly to the completion of work experience; and employability skills/job readiness training to prepare youth for a work experience.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>
<p><b>F21</b></p>	<p><b>Supportive Service: Educational Testing</b></p> <p>A Youth participant received financial assistance in obtaining a High School equivalency certificate, a license, or other type certificate that enabled him/her to be successful in employment and/or postsecondary education and training.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>
<p><b>F22</b></p>	<p><b>Supportive Service: Post-Secondary Educational Materials</b></p> <p>A Youth participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in post-secondary education classes that enabled him/her to participate in activities authorized under Title IB.</p> <p>*Youth only</p> <p>Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.</p>

## Employer Activity Codes

Activity Code	Activity Code Name and Definition
<b>E01</b>	<p><b>Alien Labor Certification</b></p> <p>Under the H-2A program, local AJCC staff developed a hiring agreement with an employer that took into account 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 AJCC staff to assist the employer in pre-employment activities such as verifying prior employment or obtaining references.</p>
<b>E02</b>	<p><b>Americans with Disabilities</b></p> <p>AJCC staff contacted an employer that submitted a job posting that appeared to be discriminatory under the <i>Americans with Disabilities Act</i> of 1990. In contacting the employer, AJCC 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>
<b>E03</b>	<p><b>CalJOBS Assistance</b></p> <p>AJCC staff provided an employer with information regarding CalJOBS, or assisted an employer with registering in CalJOBS.</p>
<b>E04</b>	<p><b>Apprenticeship</b></p> <p>AJCC staff informed the employer of apprenticeship requirements and explained job order posting access.</p>
<b>E05</b>	<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 Bonding Coordinator.</p>



Activity Code	Activity Code Name and Definition
<p><b>E06</b></p>	<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, AJCC 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>
<p><b>E07</b></p>	<p><b>Disability Insurance</b></p> <p>An AJCC sponsored a Disability Insurance seminar for employers.</p>
<p><b>E08</b></p>	<p><b>Employer Advisory Council (EAC)</b></p> <p>AJCC staff provided an employer information regarding the Employer Advisory Council, or provided AJCC services to an employer at an Employer Advisory Council event.</p>
<p><b>E09</b></p>	<p><b>Employer Application Issuance</b></p> <p>At the request of an employer, AJCC 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>
<p><b>E10</b></p>	<p><b>Employer Recall</b></p> <p>AJCC 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>

Activity Code	Activity Code Name and Definition
<p><b>E11</b></p>	<p><b>Employment Training Panel (ETP)</b></p> <p>AJCC staff assisted an employer with information regarding the Employment Training Panel’s (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>
<p><b>E12</b></p>	<p><b>Employment Law</b></p> <p>An AJCC sponsored a labor law seminar for employers.</p>
<p><b>E13</b></p>	<p><b>Employment Taxes</b></p> <p>An AJCC sponsored a payroll tax seminar for employers.</p>
<p><b>E14</b></p>	<p><b>Enterprise Zone (EZ) Tax Credits</b></p> <p>AJCC staff identified a potentially eligible job seeker and referred him/her 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>
<p><b>E15</b></p>	<p><b>Exclusive Hiring Agreement</b></p> <p>AJCC staff established an agreement with an employer that requires all job seekers to apply through CalJOBS.</p>
<p><b>E16</b></p>	<p><b>Federal Contractor Job Listing</b></p> <p>AJCC 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>

Activity Code	Activity Code Name and Definition
E17	<p><b>Fraud Reporting</b></p> <p>After receiving a job listing from a questionable employer, AJCC 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>AJCC staff assisted an employer in hiring a high-density unemployment area resident.</p>
E19	<p><b>Internship</b></p> <p>AJCC 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>AJCC staff contacted an employer regarding Job Development Contact participation. If the employer is not registered, then staff would need to complete the employer's CalJOBS' registration to collect the employer's information.</p>
E21	<p><b>Job Fairs</b></p> <p>AJCC 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>AJCC staff contacted a CalJOBS-registered employer for available job postings.</p>
E23	<p><b>Job Listing Assistance</b></p> <p>AJCC staff assisted a CalJOBS-registered employer with filling out a job listing form (DE 8203), or AJCC staff completed a job order listing in CalJOBS on behalf of the employer.</p> <p>This service does not include CalJOBS Assistance (E03).</p>

Activity Code	Activity Code Name and Definition
E24	<p><b>Job Referrals</b></p> <p>AJCC staff advertised or referred an employer's CalJOBS job order to participants.</p>
E25	<p><b>Job Shadowing</b></p> <p>AJCC 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>AJCC staff provided an employer with the nation, state, or local area's 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>AJCC staff provided an employer with Local Planning, Zoning, and Permits information.</p>
E28	<p><b>Marketing Package</b></p> <p>AJCC staff provided an employer marketing materials containing information regarding EDD 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>AJCC staff provided an employer with the specific information pertaining to the California New Employee Registry.</p>
E30	<p><b>On-the-Job Training</b></p> <p>AJCC staff established an on-the-job training 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 AJCC staff throughout the life of the training contract.</p>

Activity Code	Activity Code Name and Definition
E31	<p><b>Older Worker Hiring</b></p> <p>AJCC 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>AJCC 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 in order to assist dislocated workers in obtaining reemployment as soon as possible. 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 EDD</b></p> <p>An employer used an AJCC's facility and scheduling services to screen and interview job-seeking participants</p>
E34	<p><b>Reverse Referral Agreement</b></p> <p>AJCC staff established an agreement with an employer that it would provide a handout or poster to encourage job seekers to enroll and enter a résumé in CalJOBS. The rationale for this agreement is that when an employer has openings and lists them in the CalJOBS those job-seekers' résumés can be accessed by the employer. This agreement reduces business interruptions to the employer when there are no openings, and expands the job-seeker participant pool in CalJOBS.</p>

Activity Code	Activity Code Name and Definition
E35	<p><b>Résumé Referral</b></p> <p>AJCC staff conducted a résumé search to find job-seeking participants' résumés that match an employer's job requirements, and provided those résumés to the employer.</p>
E36	<p><b>Career Pathway Programs</b></p> <p>AJCC 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>AJCC 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>AJCC 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>AJCC staff informed an employer of Trade Assistance Act (TAA) associated programs.</p>
E40	<p><b>Training for New Employees</b></p> <p>AJCC staff informed an employer of funding available through the Employment Training Panel (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>AJCC staff informed an employer of funding available through the Employment Training Panel (ETP) for workforce training programs, and referred it to the ETP website or phone number for additional information.</p>

Activity Code	Activity Code Name and Definition
E42	<p><b>Unemployment Insurance</b></p> <p>AJCC staff sponsored a seminar for employers regarding Unemployment Insurance.</p>
E43	<p><b>Veteran Hiring Incentive Program</b></p> <p>AJCC 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>AJCC or staff assisted an employer in hiring a welfare recipient.</p>
E45	<p><b>Work Experience Programs</b></p> <p>AJCC staff coordinated with an employer to provide a participant with a Work Experience Opportunity, 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 period. 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>
E46	<p><b>Workforce Innovation and Opportunity Act (WIOA)</b></p> <p>AJCC staff informed an employer of available <i>Workforce Innovation and Opportunity Act</i> employer services that include, but are not limited to, customized training, on-the-job-training reimbursement assistance, and training subsidies.</p>
E47	<p><b>Work Opportunity Tax Credit (WOTC)</b></p> <p>AJCC staff processed an employer's application for Work Opportunity Tax Credit (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>

Activity Code	Activity Code Name and Definition
<p><b>E48</b></p>	<p><b>Youth Employment Opportunities</b></p> <p>A Youth Employment Opportunity Program (YEOP) Specialist contacted an employer for the purposes of informing the employer about YEOP, and encouraging the employer to hire a Youth participant.</p>
<p><b>E51</b></p>	<p><b>CalJOBS Suppressed Job Listing Referral</b></p> <p>AJCC staff entered a suppressed job listing into CalJOBS, and assisted the employer in filling the opening through either of the following service levels: résumé search service (staff screen and select job-seeking participants and send the résumés 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>
<p><b>E52</b></p>	<p><b>OFCCP Employer Outreach</b></p> <p>AJCC staff conducted outreach to a contractor or subcontractor that holds any federal or federally assisted construction contract in excess of \$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>



Activity Code	Activity Code Name and Definition
E54	<p><b>Lay-Off Aversion Activities</b></p> <p>AJCC 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 lay-offs, 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, on-the-job, or customized training programs, and/or apprenticeships before or after lay-offs to facilitate rapid re-employment.</li> <li>7. Locally-defined lay-off activities.</li> </ol>
E55	<p><b>Candidate Pre-Screen (on behalf of employer)</b></p> <p>AJCC 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>AJCC staff referred an employer/company to another public agency to obtain services not available through WIOA/EDD/TAA programs.</p>

Activity Code	Activity Code Name and Definition
E57	<p><b>Follow-Up with Employer on New Hires</b></p> <p>AJCC 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 AJCC staff.</p>
E59	<p><b>Follow-Up with Employer on Referred Candidate</b></p> <p>AJCC 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>AJCC staff provided an employer with information regarding AJCC services in an effort to establish a relationship, or to maintain an existing relationship.</p>
E61	<p><b>HR Consultation Services</b></p> <p>AJCC 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>AJCC 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>AJCC staff provided an employer information regarding the Veteran Employer Council (VEC), or provided AJCC services to an employer at a VEC event.</p>
E64	<p><b>Small Business Downsizing/Closure Assistance</b></p> <p>AJCC 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>

Activity Code	Activity Code Name and Definition
E65	<p><b>Engaged In Strategic Planning/Economic Development</b></p> <p>AJCC 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>AJCC 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>AJCC staff provided publicly funded customized training assistance to an employer.</p>
E68	<p><b>Incumbent Worker Training</b></p> <p>AJCC staff provided publicly funded incumbent worker training assistance to an employer.</p>
E69	<p><b>Follow-Up with Employer on Employer Services</b></p> <p>AJCC 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>

Activity Code	Activity Code Name and Definition
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>Provided Employer information on reasonable accommodations that may include, but not limited to, physical change, accessible communication and assistive technologies, modified work tasks, and policy enhancements.</p>
E74	<p><b>RETAIN – Employer</b></p> <p>The Employer received services from a staff member on the Retaining Employment and Talent After Injury/Illness Network (RETAIN).</p> <p>*This code should not be used by staff that are not associated with the Local Area(s) who have received funding to carry out this pilot program.</p>
E75	<p><b>RETAIN – Provider</b></p> <p>The Health Provider received services from a staff member on the Retaining Employment and Talent After Injury/Illness Network (RETAIN).</p> <p>*This code should not be used by staff that are not associated with the Local Area(s) who have received funding to carry out this pilot program.</p>
E90	<p><b>Referred Qualified Applicants</b></p> <p>Staff referred client to employer based on their review of the client’s resume, skills and qualifications.</p> <p>*This code is system generated at time of client referral.</p>

Activity Code	Activity Code Name and Definition
E92	<p><b>Notification to Employer of Potential Applicant</b></p> <p>Staff notified client of potential job.</p> <p>*This code is system generated at time of client notification.</p>