



**Missouri Division
of Workforce Development**
Missouri Department of Economic Development

DWD Issuance 04-2018

Release Number—Program Year

Release Date:
November 9, 2018

Effective Date:
November 9, 2018

Expiration Date:
Continuous, until further notice

SUBJECT:

Participant Activity Codes, Durations, and Definitions

ATTACHMENTS: (1)—Activity Codes and Definitions (not attached; refer to online document)

*This Issuance is Official Policy
of the Missouri Division
of Workforce Development*

ISSUING AUTHORITY:

Mardy Leathers
Director
MO Div. of Workforce
Development

**THIS ISSUANCE DOES NOT REQUIRE
CREATION OR ALTERATION OF A
CORRESPONDING LOCAL POLICY**

KEYWORDS:

Activity codes
Extended and maximum duration
Employer services
Supplemental Nutrition Assistance
Program (SNAP)
Trade Act
Workforce Innovation
and Opportunity Act (WIOA)

THIS ISSUANCE AFFECTS:

Missouri One-Stop Delivery System (MJsCs/AJCs)
WIOA Title I Performance/Accountability
WIOA Title I One-Stop Delivery/Service Providers
WIOA Adult Employment/Training
WIOA Dislocated Worker Employment/Training
WIOA Youth Workforce Investment Activities
State of Missouri Workforce System Procedures

FOR THE ATTENTION OF:

DWD State Professional Staff
One-Stop frontline staff
Local WDB Directors
One-Stop Operators
One-Stop Functional Leaders
Service Providers

RESCISSIONS:

DWD Issuance 08-2017, Change 1, “WIOA Participant Activity Codes and Definitions,” April 16, 2018.

REFERENCES:

Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128 (29 U.S.C.3101 et seq.).

SUMMARY:

The Division of Workforce Development (DWD) previously issued guidance on activity codes as well as correlating durations and definitions.¹ This Issuance replaces previous guidance regarding activity codes, durations, and definitions. Major revisions are made herein to the SNAP section, and additional WIOA² codes are added herein. Definitions are changed herein, and changes are made herein to durations. This revised guidance provides workforce system staff with appropriate Participant Activity Codes and Definitions for use in Missouri Job Center WIOA programs and the statewide electronic case management system.

BACKGROUND:

WIOA Participant Activity Codes and Definitions are necessary for Missouri Job Center staff to code Career Services and Training Services, Permissible Activities, and Youth Activities (and other services) correctly in the statewide electronic case management system.

¹ DWD Issuance 08-2017, “WIOA Participant Activity Codes and Definitions,” April 16, 2017, *herein rescinded*.

² Pub. Law 113-128 (29 U.S.C. 3101 et seq.).

SUBSTANCE:

Federal Data Element Validation guidelines³ mandate that Activity Codes must be posted on the date the service occurs or the date training commences. Additionally, the Activity Code must be closed on the **exact date** the service was completed or ceased to be rendered.

It is the Division of Workforce Development (DWD) policy that a detailed Case Note also must accompany the posting of an Activity Code when an Activity Code is extended (i.e., training will exceed the duration limit for the particular Activity Code), and when the Activity Code was closed.

Staff should only post Activity Codes when the participant is actually participating in the activity or service. Never post an Activity Code to delay the record from soft exiting.⁴

The table of Participant Activity Codes and Definitions contains an updated, expanded listing of activity codes and their definitions for workforce system staff to document WIOA-funded services provided to Missouri Job Center participants. It also specifies durations and/or end dates for associating an Activity Code with a record. Please see the FAQ for a complete list of changes and the dates each changes occurred. There may be frequent updates to the table of Participant Activity Codes and Definitions. **When consulting the table for guidance, refer to the online version as the primary resource. Do not rely upon a locally saved copy.**

The Table also identifies SNAP services that are used by multiple workforce staff, including Wagner-Peyer funded staff, WIOA-funded staff, and subrecipients. These services are designated by “WD” in front of the SNAP service’s title.

ROLES, RESPONSIBILITES, and REQUIRED ACTIONS:

All Local WDB Directors, Functional Leaders, and Supervisors should immediately inform and remind frontline workforce system staff of these rules.

All frontline workforce system staff handling enrollments and posting services to the statewide electronic case-management system must apply these rules as described pertaining to basic services and individualized career services.

TIMELINE:

All Missouri workforce system staff—Implementation of these rules and procedures **November 9, 2018**

INQUIRIES:

Please direct all questions or comments regarding this Issuance document to dwdpolicy@ded.mo.gov. All active DWD Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

For information about [Missouri Division of Workforce Development](#) services, contact a [Missouri Job Center](#) near you. Locations and additional information are available at jobs.mo.gov or 1-(888)-728-JOBS (5627).

Missouri Division of Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

³ U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) 22-15, “Program Year (PY)2015/Fiscal Year (FY) 2016 and PY 2014/FY 2015 Data Validation and Performance Reporting Requirements and Associated Timelines,” May 12, 2016. This remains active guidance. The U.S. Departments of Labor and Education [anticipate](#) jointly issuing updated WIOA data validation guidance in the near future.

⁴ [DWD Issuance 17-2017](#), “Point of Exit for Reporting Indicators of Performance,” January 16, 2018.