



# DWD Issuance 05-2018-C1

Release Number—Program Year

Release Date:  
June 25, 2019

Effective Date:  
June 25, 2019

Expiration Date:  
Continuous, until further notice

**SUBJECT:**

## Revised Program Year 2018/Fiscal Year 2019 Workforce Innovation and Opportunity Act Formula Allocations to Local Workforce Development Boards for Adult, Youth, and Dislocated Worker Programs, Change 1

**ATTACHMENTS:** (1)—Revised DWD Formula Allocations  
(2)—WIOA Line Item Descriptions

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

**ISSUING AUTHORITY:**

Mardy Leathers  
Director  
Missouri Division of Workforce  
Development

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

**KEYWORDS:**

Allocations  
Funding  
Workforce Innovation  
and Opportunity Act (WIOA)

**THIS ISSUANCE AFFECTS:**

WIOA Title I Local Areas/Local Boards/Local  
Plans  
WIOA Title I In-State Funding  
WIOA Adult Employment/Training  
WIOA Dislocated Worker Employment/Training  
WIOA Youth Workforce Investment Activities  
WIOA Fiscal/Administrative Procedures

**FOR THE ATTENTION OF:**

Chief Elected Officials  
Local Fiscal Agents  
Local WDB Chairpersons  
Local WDB Directors

**RESCISSIONS:**

DWD Issuance 05-2018, “Revised Program Year 2018/Fiscal Year 2019 Workforce Innovation and Opportunity Act Formula Allocations to Local Workforce Development Boards for Adult, Youth, and Dislocated Worker Programs,” November 9, 2018.

**REFERENCES:**

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter [\(TEGL\) 16-17, Change 2](#), “Revised Program Year (PY) 2018 Funding Levels for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker (DW), Youth Activities Program Allotments; and PY 2018 Allotments for the Wagner-Peyser Act Employment Service (ES) Program, May 22, 2019.

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter [\(TEGL\) 16-17, Change 1](#), “Revised Program Year (FY) 2018 Advance Funding Levels Available October 2018 for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) Program Allotments, November 2, 2018.

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter [\(TEGL\) 16-17](#), “Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2018; Final PY 2018 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and the Allotments of Workforce Information Grants to States for PY 2018,” May 21, 2018.

## SUMMARY:

The Division of Workforce Development (DWD) herein revises previously announced Program Year (PY) 2018 funding levels for Local Workforce Development Boards (Local WDB) for Workforce Innovation and Opportunity Act (WIOA)<sup>1</sup> Adult, Dislocated Worker, and Youth programs. Also revised are PY 2018 funds available for the Wagner-Peyser Act Employment Service (ES) Program. This revision relates to recent U.S. Department of Labor (DOL) changes in allotments to the states for PY 2018.<sup>2</sup> Accordingly, Local WDBs must revise and resubmit their Planning Budget Summaries (PBSs) for WIOA Adult, Dislocated Worker, and Youth programs, used to budget PY 2018 funds covered by this Issuance, to the DWD Financial Reporting System (FRS). DWD has determined these restorations will not significantly affect Local Plans, and **DWD waives the requirement to prepare an accompanying local plan modification in this instance.**

## BACKGROUND:

When the DOL Secretary allots funds to the states as required under WIOA Title I, the Secretary publishes<sup>3,4</sup> the proposed amount to be distributed to each recipient of the funds. After determining the amounts to be reserved, the Secretary makes available a percentage for Adult, Dislocated Worker, and Youth programs. Subsequently, the State allocates those funds allotted to it by DOL among its Local Workforce Development Areas (LWDA) using a prescribed formula.<sup>5</sup> Due to a previous revision of PY 2018 funds by DOL,<sup>6</sup> the original DWD Issuance specifying those allocations and procedures for preparing PBSs was rescinded and superseded (Change 1) by new DWD allocation guidance on November 9, 2018.<sup>7</sup> This Issuance (Change 2) reflects further recent recalculations by DOL that restored the Program Integrity Set Asides for PY 2018 funding,<sup>8</sup> and rescinds and supersedes all previous DWD guidance on PY 2018 funding.

## SUBSTANCE:

**Attachment 1—Section 1** provides the PY18/FY19 WIOA Title I Adult formula fund allocation based on [TEGL No. 16-17, Change 2](#), issued on May 22, 2019. Missouri's PY18 Adult allotment continues to be \$2,077,083, of which eighty-five (85) percent (\$1,765,521) continues to be allocated to the Local WDBs. Missouri's previous FY19 Adult allotment of \$11,039,908, of which eighty-five (85) percent (\$9,383,917) was allocated to the Local WDBs, is now increased by \$33,219, of which one hundred (100) percent will be allocated to the Local WDBs and available effective May 22, 2019. Adult PY18 allocations

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<sup>1</sup> Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)].

<sup>2</sup> U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) [16-17, Change 2](#), "Revised Program Year (PY) 2018 Funding Levels for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker (DW), Youth Activities Program Allotments; and PY 2018 Allotments for the Wagner-Peyser Act Employment Service (ES) Program, May 22, 2019.

<sup>3</sup> U.S. Department of Labor, Employment and Training Administration, Training and Guidance Letter ([TEGL](#)) [16-17](#), "Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2018; Final PY 2018 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and the Allotments of Workforce Information Grants to States for PY 2018," May 21, 2018.

<sup>4</sup> U.S. Department of Labor, Employment and Training Administration, Notice, "Program Year (PY) 2018 Workforce Innovation and Opportunity Act (WIOA) Allotments; PY 2018 Wagner-Peyser Act Final Allotments and PY 2018 Workforce Information Grants," [83 FR 24350](#), May 25, 2018.

<sup>5</sup> DWD Issuance 26-2017, "Program Year 2018/Fiscal Year 2019 Workforce Innovation and Opportunity Act Formula Allocations to Local Workforce Development Boards for Adult, Youth, and Dislocated Worker Programs," May 31, 2018 [*previously rescinded by DWD Issuance 05-2018, November 9, 2018*].

<sup>6</sup> U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) [16-17, Change 1](#), "Revised Program Year (FY) 2018 Advance Funding Levels Available October 2018 for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) Program Allotments, November 2, 2018

<sup>7</sup> DWD Issuance 05-2018, "Revised Program Year 2018/Fiscal Year 2019 Workforce Innovation and Opportunity Act Formula Allocations to Local Workforce Development Boards for Adult, Youth, and Dislocated Worker Programs" November 9, 2018, *herein rescinded*.

<sup>8</sup> U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) [16-17, Change 2](#), "Revised Program Year (PY) 2018 Funding Levels for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker (DW), Youth Activities Program Allotments; and PY 2018 Allotments for the Wagner-Peyser Act Employment Service (ES) Program, May 22, 2019.

became available July 1, 2018, and Adult FY19 allocations became available October 1, 2018. The Local WDBs may request to transfer up to one hundred (100) percent from each of the Adult program funding allotments to the respective Dislocated Worker program funding allotments. All transfers must have prior approval from the State. *DWD has restored the requirement that transfers amounts exceeding twenty (20) percent of the original allocated or re-allocated formula allocation require a Local Plan Modification.*<sup>9</sup>

**Attachment 1—Section 2** provides the PY18 WIOA Title I Youth formula fund allocation based on [TEGL No. 16-17, Change 2](#), issued on May 22, 2019. Missouri’s previous PY18 Youth allotment of \$14,066,190, of which eighty-five (85) percent (\$11,956,262) was allocated to the Local WDBs, has been increased by \$43,021, of which one hundred (100) percent will be allocated to the Local WDBs. PY18 Youth allocations became available April 1, 2018. The additional restored allocation funds are available effective May 22, 2019. Local WDBs do not have authority to transfer funds to or from the Youth activity program.

**Attachment 1—Section 3** provides the PY18/FY19 WIOA Title I Dislocated Worker formula fund allocation based on [TEGL No. 16-17, Change 2](#), issued on May 22, 2019. Missouri’s PY18 Dislocated Worker allotment continues to be \$2,466,961, of which sixty (60) percent (\$1,480,176) was allocated to the Local WDBs. Missouri’s FY19 Dislocated Worker allotment of \$11,695,357, of which sixty (60) percent (\$7,017,213) was allocated to the Local WDBs, has been increased by \$35,191, of which one hundred (100) percent will be allocated to the Local WDBs and available effective May 22, 2019. Dislocated Worker PY18 allocations became available July 1, 2018, and Dislocated Worker FY19 allocations became available October 1, 2018. The Local WDBs also may request to transfer up to one hundred (100) percent from each of the Dislocated Worker program funding allotments to the respective Adult program funding allotments. *DWD has restored the requirement that transfers amounts exceeding twenty percent (20%) of the original allocated or re-allocated formula allocation require a Local Plan Modification.*<sup>10</sup>

**Attachment 1—Section 4** provides PY18 WIOA Title I Adult, Youth, and Dislocated Worker funding combined to aid in the revision of the Planning Budget Summaries for WIOA funds.

**Attachment 1—Section 5** provides FY19 WIOA Title I Adult and Dislocated Worker funding combined to aid in the revision of the PBS for WIOA funds.

**Revisions**—The PBSs for WIOA Adult and Dislocated Worker funds, used to budget funds covered by this Issuance, must be revised and resubmitted in DWD’s Financial Reporting System (FRS).

**Attachment 2** comprises the revised WIOA Line Item Descriptions.

#### **ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:**

This information must be used to revise the PBSs for all funding as identified and included in Attachment 1—Sections 1 and 3. Please distribute this Issuance to appropriate individuals. For regular annual allocations, DWD policy generally calls for submission of a Local Plan Modification including a copy of the PBSs. (*See [jobs.mo.gov/dwdissuances](http://jobs.mo.gov/dwdissuances) for the most recent plan modification guidance.*) However, it is the agency’s determination that post-allotment rescissions or restorations of amounts similar to those allocations accompanying this Issuance will not significantly affect Local Plans. **Therefore, at DWD’s discretion, Local Plan Modifications will not be required for this particular set of PBS submissions.**

PY18 WIOA Youth funds (Attachment 1-Section 2) became available April 1, 2018. PY18 Adult and Dislocated Worker funds (Attachment 1—Sections 1 and 3) became available July 1, 2018. FY19 Adult and Dislocated Worker funds (Attachment 1—Sections 1 and 3) became available October 1, 2018. Restoration funds announced in this Issuance became available May 22, 2019.

When requesting to transfer funds, if the transfer amount exceeds 20 percent, the Local WDB must provide:

- A copy of the transfer request PBS, submitted through FRS;
- An explanation of how this transfer will assist the Local WDB; and
- How many additional individuals are anticipated to be served in the program receiving the transferred funds.

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<sup>9</sup> [DWD Issuance 14-2018](#), “Transfer Amount Allowable between Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs Funding Streams,” May 30, 2019.

<sup>10</sup> [DWD Issuance 14-2018](#), “Transfer Amount Allowable between Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs Funding Streams,” May 30, 2019.

All transfer requests must be approved by the State, and Local Plan modifications are once again required for transfers from the Adult to the Dislocated Worker Program (or vice versa) that exceed 20 percent.

**TIMELINE:**

**Local WDB Fiscal Staff**—Resubmission of Adult PBS and Dislocated Worker PBS through FRS .....**August 1, 2019**

**INQUIRIES:**

Please direct all questions or comments regarding this Issuance document to [dwdpolicy@ded.mo.gov](mailto:dwdpolicy@ded.mo.gov). Direct procedural questions or requests for technical assistance on its contents to [dwdplanning@ded.mo.gov](mailto:dwdplanning@ded.mo.gov). All active DWD Issuances are available at [jobs.mo.gov/dwdissuances](http://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](http://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.*

## PY18-FY19 WIOA ALLOCATIONS

Attachment 1-Section 1 of 5

Workforce Innovation and Opportunity Act Adult Allocations

<u>Region Name</u>	<u>LWDA No.</u>	<u>PY '18 Available 7/1/18</u>	<u>FY '19 Available 10/1/18</u>	<u>FY '19 - Restoration Allocations Available 5/22/19</u>	<u>Total Allocation</u>
Northwest	1	\$ 62,764	\$ 333,599	\$ 1,181	\$ 397,544
Northeast	2	\$ 61,255	\$ 325,575	\$ 1,153	\$ 387,983
Kansas City & Vicinity	3	\$ 278,412	\$ 1,479,790	\$ 5,239	\$ 1,763,441
West Central	4	\$ 71,186	\$ 378,360	\$ 1,339	\$ 450,885
St. Louis City	6	\$ 162,418	\$ 863,268	\$ 3,056	\$ 1,028,742
Southwest	7	\$ 60,540	\$ 321,774	\$ 1,139	\$ 383,453
Ozark	8	\$ 145,443	\$ 773,045	\$ 2,737	\$ 921,225
Central	9	\$ 159,846	\$ 849,598	\$ 3,008	\$ 1,012,452
South Central	10	\$ 97,219	\$ 516,730	\$ 1,829	\$ 615,778
Southeast	11	\$ 164,604	\$ 874,887	\$ 3,097	\$ 1,042,588
East Jackson County	12	\$ 93,987	\$ 499,553	\$ 1,768	\$ 595,308
St. Louis County	13	\$ 278,027	\$ 1,477,740	\$ 5,231	\$ 1,760,998
St. Charles County	14	\$ 54,185	\$ 287,991	\$ 1,019	\$ 343,195
Jefferson / Franklin Consortium	15	\$ 75,635	\$ 402,007	\$ 1,423	\$ 479,065
<b>Total</b>		<u>\$ 1,765,521</u>	<u>\$ 9,383,917</u>	<u>\$ 33,219</u>	<u>\$ 11,182,657</u>

Note: Must be fully expended by 6/30/2020.

## PY18-FY19 WIOA ALLOCATIONS

Attachment 1-Section 2 of 5

Workforce Innovation and Opportunity Act Youth Allocation

<u>Region Name</u>	<u>LWDA No.</u>	<u>PY '18 Available 4/1/18</u>	<u>PY '18 - Restoration Allocations Available 5/22/19</u>	<u>Total Allocation</u>
Northwest	1	\$ 430,425.00	\$ 1,549	\$ 431,974
Northeast	2	\$ 379,850.00	\$ 1,367	\$ 381,217
Kansas City & Vicinity	3	\$ 1,870,081.00	\$ 6,728	\$ 1,876,809
West Central	4	\$ 495,527.00	\$ 1,783	\$ 497,310
St. Louis City	6	\$ 1,023,716.00	\$ 3,684	\$ 1,027,400
Southwest	7	\$ 400,296.00	\$ 1,440	\$ 401,736
Ozark	8	\$ 1,128,194.00	\$ 4,060	\$ 1,132,254
Central	9	\$ 1,225,649.00	\$ 4,410	\$ 1,230,059
South Central	10	\$ 587,363.00	\$ 2,114	\$ 589,477
Southeast	11	\$ 1,081,662.00	\$ 3,892	\$ 1,085,554
East Jackson Co. KC	12	\$ 627,883.00	\$ 2,259	\$ 630,142
St. Louis County	13	\$ 1,863,057.00	\$ 6,704	\$ 1,869,761
St. Charles County	14	\$ 366,401.00	\$ 1,318	\$ 367,719
Jefferson / Franklin Consortium	15	\$ 476,158.00	\$ 1,713	\$ 477,871
Total		\$ 11,956,262	\$ 43,021	\$ 11,999,283

**Note: Must be fully expended by 6/30/2020.**

## PY18-FY19 WIOA ALLOCATIONS

Attachment 1-Section 3 of 5

Workforce Innovation and Opportunity Act Dislocated Worker Allocations

<u>Region Name</u>	<u>LWDA No.</u>	<u>PY '18 Available 7/1/18</u>	<u>FY '19 Available 10/1/18</u>	<u>FY '19 - Restoration Allocations Available 5/22/19</u>	<u>Total Allocation</u>
Northwest	1	\$ 73,331	\$ 347,647	\$ 1,743	\$ 420,978
Northeast	2	\$ 65,569	\$ 310,848	\$ 1,559	\$ 376,417
Kansas City & Vicinity	3	\$ 165,388	\$ 784,068	\$ 3,932	\$ 949,456
West Central	4	\$ 77,484	\$ 367,337	\$ 1,842	\$ 444,821
St. Louis City	6	\$ 123,852	\$ 587,159	\$ 2,945	\$ 711,011
Southwest	7	\$ 71,137	\$ 337,248	\$ 1,691	\$ 408,385
Ozark	8	\$ 102,510	\$ 485,977	\$ 2,437	\$ 588,487
Central	9	\$ 124,157	\$ 588,604	\$ 2,952	\$ 712,761
South Central	10	\$ 96,617	\$ 458,042	\$ 2,297	\$ 554,659
Southeast	11	\$ 147,615	\$ 699,813	\$ 3,510	\$ 847,428
East Jackson Co. KC	12	\$ 83,326	\$ 395,034	\$ 1,981	\$ 478,360
St. Louis County	13	\$ 196,960	\$ 933,745	\$ 4,683	\$ 1,130,705
St. Charles County	14	\$ 96,413	\$ 457,073	\$ 2,292	\$ 553,486
Jefferson / Franklin Consortium	15	\$ 55,817	\$ 264,618	\$ 1,327	\$ 320,437
Total		\$ 1,480,176	\$ 7,017,213	\$ 35,191	\$ 8,497,391

**Note: Must be fully expended by 6/30/2020.**

## PY18-FY19 WIOA ALLOCATIONS

Attachment 1-Section 4 of 5

PY'18 Workforce Innovation and Opportunity Act Allocations

<u>Region Name</u>	<u>LWDA No.</u>	<u>PY '18 Adult</u>	<u>PY '18 Youth</u>	<u>PY '18 - Restoration Allocations Available 5/22/19</u>	<u>PY '18 Dislocated Worker</u>	<u>Total PY '18 Available</u>
Northwest	1	\$ 62,764	\$ 430,425	\$ 1,549	\$ 73,331	\$ 568,069
Northeast	2	\$ 61,255	\$ 379,850	\$ 1,367	\$ 65,569	\$ 508,041
Kansas City & Vicinity	3	\$ 278,412	\$ 1,870,081	\$ 6,728	\$ 165,388	\$ 2,320,609
West Central	4	\$ 71,186	\$ 495,527	\$ 1,783	\$ 77,484	\$ 645,980
St. Louis City	6	\$ 162,418	\$ 1,023,716	\$ 3,684	\$ 123,852	\$ 1,313,670
Southwest	7	\$ 60,540	\$ 400,296	\$ 1,440	\$ 71,137	\$ 533,413
Ozark	8	\$ 145,443	\$ 1,128,194	\$ 4,060	\$ 102,510	\$ 1,380,207
Central	9	\$ 159,846	\$ 1,225,649	\$ 4,410	\$ 124,157	\$ 1,514,062
South Central	10	\$ 97,219	\$ 587,363	\$ 2,114	\$ 96,617	\$ 783,313
Southeast	11	\$ 164,604	\$ 1,081,662	\$ 3,892	\$ 147,615	\$ 1,397,773
East Jackson Co. KC	12	\$ 93,987	\$ 627,883	\$ 2,259	\$ 83,326	\$ 807,455
St. Louis County	13	\$ 278,027	\$ 1,863,057	\$ 6,704	\$ 196,960	\$ 2,344,748
St. Charles County	14	\$ 54,185	\$ 366,401	\$ 1,318	\$ 96,413	\$ 518,317
Jefferson / Franklin Consortium	15	\$ 75,635	\$ 476,158	\$ 1,713	\$ 55,817	\$ 609,323
Total		\$ 1,765,521	\$ 11,956,262	\$ 43,021	\$ 1,480,176	\$ 15,244,980

Note: Youth funds available 4/1/2018. Adult and Dislocated Worker funds available 7/1/2018. Must be fully expended by 6/30/2020.



PY18-FY19 WIOA ALLOCATIONS

**FY'19 Workforce Innovation and Opportunity Act Allocations**

<b><u>Region Name</u></b>	<b><u>LWDA No.</u></b>	<b><u>FY '19 Adult</u></b>	<b><u>FY '19 - Restoration Allocations Available 5/22/19</u></b>	<b><u>FY '19 Dislocated Worker</u></b>	<b><u>FY '19 - Restoration Allocations Available 5/22/19</u></b>	<b><u>Total FY '19 Available</u></b>
Northwest	1	\$ 333,599	\$ 1,181	\$ 347,647	\$ 1,743	\$ 684,170
Northeast	2	\$ 325,575	\$ 1,153	\$ 310,848	\$ 1,559	\$ 639,135
Kansas City & Vicinity	3	\$ 1,479,790	\$ 5,239	\$ 784,068	\$ 3,932	\$ 2,273,029
West Central	4	\$ 378,360	\$ 1,339	\$ 367,337	\$ 1,842	\$ 748,878
St. Louis City	6	\$ 863,268	\$ 3,056	\$ 587,159	\$ 2,945	\$ 1,456,428
Southwest	7	\$ 321,774	\$ 1,139	\$ 337,248	\$ 1,691	\$ 661,852
Ozark	8	\$ 773,045	\$ 2,737	\$ 485,977	\$ 2,437	\$ 1,264,196
Central	9	\$ 849,598	\$ 3,008	\$ 588,604	\$ 2,952	\$ 1,444,162
South Central	10	\$ 516,730	\$ 1,829	\$ 458,042	\$ 2,297	\$ 978,898
Southeast	11	\$ 874,887	\$ 3,097	\$ 699,813	\$ 3,510	\$ 1,581,307
East Jackson Co. KC	12	\$ 499,553	\$ 1,768	\$ 395,034	\$ 1,981	\$ 898,336
St. Louis County	13	\$ 1,477,740	\$ 5,231	\$ 933,745	\$ 4,683	\$ 2,421,399
St. Charles County	14	\$ 287,991	\$ 1,019	\$ 457,073	\$ 2,292	\$ 748,375
Jefferson / Franklin Consortium	15	\$ 402,007	\$ 1,423	\$ 264,618	\$ 1,327	\$ 669,375
<b>Total</b>		<b>\$ 9,383,917</b>	<b>\$ 33,219</b>	<b>\$ 7,017,213</b>	<b>\$ 35,191</b>	<b>\$ 16,469,540</b>

**Note: Adult and Dislocated Worker funds available 10/1/2018. Must be fully expended by 6/30/2020.**

**Adult—Local Administration:**

Adult—Salary and Fringe Benefits	Salaries and fringe benefits for administrative staff working with the program.
Adult—Other Administration	Other costs associated with operating the program such as supplies, space, travel, etc.

**Adult—Program Services:**

Adult—Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.
Adult—Other staffing costs	Other costs associated with operating the program such as supplies, space, travel, etc.
Adult—ITA	Funds expended for participants enrolled in Activity 300 Occupational Skills Training and paid for through individual training accounts.
Adult—OJT	Funds expended for participants enrolled in Activity 301 On-the-Job Training.
Adult—Pre-Apprenticeship	Programs that provide training to increase math, literacy, and other vocational skills needed to gain entry to a registered apprenticeship program. Activity code 223.
Adult—Registered Apprenticeship	A registered apprenticeship is a program registered under the National Apprenticeship Act. Activity code 314.
Adult—Transitional Jobs	Time-limited, subsidized employment in the private, non-profit, or public sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Activity code 348.
Adult—Incumbent Worker Training	A program designed to meet the special requirements of an employer (including a group of employers to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Activity code 347.
Adult—Internship	A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Activity code 218.
Adult—Work Experience	A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector or the public sector. Activity code 219.
Adult—Supportive Services	Funds expended for participants enrolled in allowable activities. Activity codes include: 180, 181, 182, 184, and 185.

**Dislocated Worker—Local Administration:**

Dislocated Worker— Salary and Fringe Benefits	Salaries and fringe benefits for administrative staff working with the program.
Dislocated Worker— Other Administration	Other costs associated with operating the program such as supplies, space, travel, etc.

**Dislocated Worker—Program Services:**

Dislocated Worker— Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.
Dislocated Worker— Other staffing costs	Other costs associated with operating the program such as supplies, space, travel, etc.
Dislocated Worker—ITA	Funds expended for participants enrolled in Activity 300 Occupation-Specific Training and paid for through individual training accounts.
Dislocated Worker—OJT	Funds expended for participants enrolled in Activity 301 On-the-Job Training. Does not include funds expended from the OJT Dislocated Worker Grant.
Dislocated Worker— Pre-Apprenticeship	Programs that provide training to increase math, literacy, and other vocational skills needed to gain entry to a Registered Apprenticeship program. Activity code 223.
Dislocated Worker— Registered Apprenticeship	A Registered Apprenticeship is a program registered under the National Apprenticeship Act. Activity code 314.
Dislocated Worker—Transitional Jobs	Time-limited, subsidized employment in the private, non-profit, or public sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Activity code 348.
Dislocated Worker— Incumbent Worker Training	A program designed to meet the special requirements of an employer (including a group of employers to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Activity code 347.
Dislocated Worker—Internship	A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Activity code 218.
Dislocated Worker— Work Experience	A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector or the public sector. Activity code 219.
Dislocated Worker— Supportive Services	Funds expended for participants enrolled in allowable activities. Activity codes include: 180, 181, 182, 184, and 185.

**Youth—Local Administration:**

Youth—Salary and Fringe Benefits	Salaries and fringe benefits for administrative staff working with the program.
Youth—Other Administration	Other costs associated with operating the program such as supplies, space, travel, etc.

**Youth—In-School Youth Program Services:**

In-School—Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.
In-School—Other staffing/operational costs	Other costs associated with operating the program such as supplies, space, travel, etc.

**Youth—In-School Youth Direct Participant Costs:**

In-School—Occupational Skills Training	Funds expended for In-School WIOA Youth participants enrolled in Activity 416 for occupational skills training.
In-School—Work Experiences Staffing	Funds used for staffing costs for the development and management of WIOA work experiences as defined in <a href="#">20 CFR 681.590</a> & <a href="#">20 CFR 681.600</a> . Meets the requirement of WIOA Section 129(c)(4): 20% minimum budgeted for and expended for work experiences.
In-School—OJT	Funds expended for In-School WIOA Youth participants enrolled in On-the-Job Training. Activity code 428.
In-School—Supportive Services	Funds expended for WIOA In-School participants enrolled in allowable activities. Activity codes 480, 481, 482, 483, 485, and 486.
In-School—Pre-apprenticeship Programs	Funds used for Pre-apprenticeship programs, Activity code 433.
In-School—Internships and Job Shadowing	Funds used for Internships and Job Shadowing, Activity code 427.
In-School—Financial Literacy Education	Funds used for Financial Literacy Education, Activity code 434.
In-School—Alternative Secondary School Services	Alternative secondary school services, or dropout recovery services, as appropriate. Activity code 415.
In-School—Other direct participant costs	Incentive payments made to participants. Activity code 487.
In-School—Summer Employment Opportunities and Other Employment Opportunities—Participant Wages and Pre-Employment Testing	Summer Employment and other employment as available throughout the school year, Activity codes 400 and 425. This would include participant wages and fringe costs for payroll.

**Youth—Out-of-School Youth Program Services:**

Out-of-School— Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.
Out-of-School— Other staffing/operational costs	Other costs associated with operating the program such as supplies, space, travel, etc.

**Youth—Out-of-School Youth Direct Participant Costs:**

Out-School—Occupational Skills Training	Funds expended for Out-of-School WIOA Youth participants enrolled in Activity 416 for occupational skills training.
Out-School—Work Experiences Staffing	Funds used for staffing costs for the development and management of WIOA work experiences as defined in <a href="#">20 CFR 681.590</a> & <a href="#">20 CFR 681.600</a> . Meets the requirement of WIOA Section 129(c)(4): 20% minimum budgeted for and expended for work experiences.
Out-School—OJT	Funds expended for Out-of-School WIOA Youth participants enrolled in On-the-Job Training, Activity code 428.
Out-School—Supportive Services	Funds expended for WIOA Out-of-School participants enrolled in allowable activities. Activity codes 480, 481, 482, 483, 485, and 486.
Out-School— Pre-apprenticeship Programs	Funds used for Pre-apprenticeship programs, Activity code 433.
Out-School—Internships and Job Shadowing	Funds used for Internships and Job Shadowing, Activity code 427.
Out-School—Financial Literacy Education	Funds used for Financial Literacy Education, activity code 434.
Out-School— Alternative Secondary School Services	Alternative secondary school services, or dropout recovery services, as appropriate, Activity codes 415 and 418.
Out-School— Other direct participant costs	Incentive payments made to participants. Activity code 487.
Out-School Summer Employment Opportunities and Other Employment Opportunities—Participant Wages and Pre-Employment Testing	Summer Employment and other employment as available, throughout the school year, Activity codes 400 and 425. This would include participant wages and fringe costs for payroll.