



**Missouri Division of Workforce Development
DWD Issuance 10-2015**

**Issued: December 2, 2015
Effective: December 2, 2015**

Subject: Workforce Innovations and Opportunities Act (WIOA) Participant Activity Codes and Definitions

1. Purpose: This Issuance is written to provide all workforce system staff with updated appropriate participant activity codes and their definitions for utilization in Job Center WIOA programs and the information management system database.
2. Background: WIOA Participant Activity Codes and Definitions are necessary for Job Center staff to correctly code Career services and Training services, Permissible activities, and Youth activities in the information management system database.
3. Substance: Enclosed herein is a comprehensive listing of activity codes and their definitions to be utilized by workforce system staff, to reflect WIOA funded services provided to Job Center participants.
4. Action: This Issuance and attached WIOA Activity Codes and Definitions are effective July 1, 2015. Please distribute to appropriate individuals.
5. Contact: If you have questions regarding this Issuance, please contact Randy Cottrell, Manager, Programs and Operations Section, at 573-526-8242 or email randy.cottrell@ded.mo.gov.
6. Reference: The WIOA and associated federal regulations, and DWD Issuance 04-2014 C1.
7. Rescissions: This Issuance supersedes and rescinds DWD Issuance 04-2014 C1 dated July 1, 2015.
8. Attachments: WIOA Participant Activity Codes and Definitions.

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Amy G. Sublett

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ATTACHMENT



Missouri Division of Workforce Development

**WORKFORCE INNOVATION OPPORTUNITIES ACT (WIOA)
PARTICIPANT ACTIVITY CODES AND DEFINITIONS**

Basic Career Services

Activity	Definition
Unemployment Compensation Assistance	The Job Center must provide “meaningful” assistance and information to individuals seeking assistance in filing a claim for unemployment insurance compensation.
Financial Aid Information	Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not provided under WIOA.
Initial Assessment	Initial assessment measures the skill levels (including literacy, numeracy, and English language proficiency, aptitudes, abilities (including skills gaps), and Supportive Service needs.
Referral to Other Programs <i>(This is the 9002 service of “Referred to Other Services” which is generated after staff enter a Service Referral [the house icon])</i>	The provision of referrals to and coordination of activities with other programs and services, including programs and services within the on-stop delivery system, and in appropriate cases, other workforce development programs. Provision of information relating to the availability of supportive services or assistance, and referrals to those services, including but not limited to, child care, TANF, SNAP, and Medicaid.
Labor Exchange Services <i>(This is made up of ALL COUNTABLE 9002 Services)</i>	Job search and placement assistance and, when needed, career counseling, including – provisions of information on in-demand industry sectors and occupations; provisions of information on nontraditional employment; appropriate recruitment and other business services on behalf of the employers, including small employers, in the local area, and providing information and referral to specialized business services not traditionally offered through the One-Stop delivery system.
Labor Market Information <i>(This would include the 9002 Services of “Provide LMI Information”, “RJS LMI Career Information” and “Staff Assisted LMI”)</i>	Provide workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas; information on job vacancy listings in such labor market areas; information on the job skills necessary to obtain the jobs in such labor market areas; and information relating to local occupations in demand and earnings, skill requirements, and opportunities for advancement for such occupation.

Outreach and Intake	Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system.
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Individualized Career Services

Code	Activity	Definition
2001	Comprehensive Assessment	Comprehensive and specialized assessments of the skills level and service needs of Adults and Dislocated Workers, which may include diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate goals.
2002	Individual Employment Plan	Developed jointly by the participant and case manager when determined appropriate by the one-stop operator or one-stop partner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve their employment goals.
2003	Group Counseling	To advise several participants at one time. Such counseling may be financial, vocational, or personal.
2004	Individual Counseling	To advise a single participant at a time. Such counseling may be financial, vocational, or personal.
2006	Short-Term Prevocational Services	Workshops designed to develop learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
2009	Out-of-Area Job Search Assistance and Relocation Assistance <i>(This is a service that requires full eligibility documentation equivalent to training level activities.)</i>	Reimbursement for expenses incurred by a participant seeking suitable employment or reemployment. Participants must be seeking employment within the United States and cannot be reasonably expected to find satisfactory employment within the commuting area. Activities to cover the costs of approved out-of-area job search. Reimbursement of participants' reasonable and necessary expenses incurred in moving to another locality to accept employment. It must be certified that the participant was unable to find satisfactory employment within the commuting area.
2010	Internships and Work Experiences <i>(This is a service that requires full eligibility documentation equivalent to training level activities.)</i>	A planned, structured learning experience that takes place in a workplace for a limited period of 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.
2011	Career Planning	Activities that provide individualized career pathway planning.
2020	Financial Literacy	Activities that support the participants ability to create budgets, initiate checking and savings accounts, how to manage spending, credit and debt, and the significance of credit reports.
2021	Workforce Preparation	Workforce preparation activities include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self management skills, including competencies in: 1. Utilizing resources;

		<ol style="list-style-type: none"> 2. Using information; 3. Working with others; 4. Understanding systems; 5. Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and 6. Other employability skills that increase an individual's preparation for the workforce.
2015	English language acquisition	English language acquisition and integrated education and training programs
5009	Follow-Up Services	Follow-Up services include counseling regarding the workplace, for participants in workforce investment activities authorized under WIOA who are placed in unsubsidized employment for up to 12 months after the first day of the employment.

Training Services

3001	Occupational Skills Training	Occupation specific training provided by a public or private vendor with demonstrated training capability and paid for through individual training accounts.
3002	On-the-Job Training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training.
3011	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 skill necessary to retain employment.
3012	Transitional Jobs	Time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.
3003	Workplace Training and Cooperative Education	A combination of training and education, which may include both employer-based, and classroom based training elements operated either concurrently or sequentially or an employer based program combining vocational and educational elements for which academic credit is received.
3004	Skills Upgrading and Retraining	Training designed to enhance the skills of currently employed participants who are working at less than their skill potential and have minimal or no advancement capability without gaining the skills needed to upgrade and retrain them to move them to self sufficiency.
3005	Entrepreneurial Training	Training designed to provide participants with the skills to start businesses of their own.
3006	Job Readiness Training	Job readiness training should be provided in combination with Occupational Skills Training, On-the-Job Training, incumbent worker training, programs that combine workplace training with related instruction which may include cooperative education programs, training programs offered by the private sector, skill upgrading and retraining, entrepreneurial training, and transitional jobs. Job Readiness training is a formal classroom activity providing instruction in job seeking and job holding skills that can be augmented with such curriculum as business math and business communications. Local employers may also suggest additional curriculum

		based on indentified shortcomings of job applicants.
3007	Adult Education and Literacy	Adult Education and Literacy (AEL) activities including activities of English language acquisition and integrated education and training programs provided concurrently or in combination with services such as Occupational Skills Training, On-the-Job Training, incumbent worker training, programs that combine workplace training with related instruction which may include cooperative education programs, training programs offered by the private sector skill upgrading and retraining, and entrepreneurial training and transitional jobs. AEL is typically conducted in an institutional setting designed to upgrade basic educational skills in preparation for future training, future employment, or retention in present employment. It may include such curriculum as remedial reading, writing, mathematics, literacy training and study skills, English for non-English speakers, bilingual training, and High School Equivalency preparation.
3009	Customized Training	Training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays for a significant cost of the training, as determined by the Local Board.
3014	WIOA Pre-Apprenticeship	A program or set of strategies designed to enter and succeed in a registered apprenticeship program, and has a documented partnership with at least one, if not more, registered apprenticeship programs. Pre-Apprenticeships may be used to provide work experiences that can help obtain the skills need to be placed into a registered apprenticeship. Pre-Apprenticeship services and programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship programs.
3010	Registered Apprenticeship	A program registered under the National Apprenticeship Act as a “Registered Apprenticeship”.

Permissible Activities

4005	Planned Gap In Service	A gap in service must be either, a delay before the beginning of training; a health/medical condition or providing care for a family member with a health or medical condition and/or a temporary move from the area that prevents the individual from participating in services including National Guard or military service. The gap in service can last no more than 180 consecutive calendar days from the date of the most recent service to allow time to address the barriers to continue participation. However, grantees may initiate a consecutive gap in service of up to an additional 180 days for the participant that follows the initial 180-day period to resolve issues that prevent the participant from completing program services that lead to employment. Grantees must document all gaps in service that occur and the reasons for the gaps in service, including the participant’s intent to return to complete program services.
4003	Supportive Services <i>(This is a service that requires full eligibility documentation equivalent to training)</i>	Services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under Title I of WIOA and the current DWD Statewide Supportive Services Issuance.

WIOA Youth Activities

Activity	Definition
Incentive Payments	Payments to Youth participants for recognition and achievement- incentive payments must be directly tied to training activities and work experiences. Incentive payments may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

602	Alternative Secondary School Services	Alternative secondary school services, or dropout recovery services, as appropriate.
603	Summer Employment Opportunities and other employment opportunities	Summer employment and other employment opportunities available throughout the school year.
605	Occupational Skills Training	Occupational skill training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123 of WIOA. Occupational skills training must be that such training be outcome oriented and focused on an occupational goal in a participant's individual service strategy and be of sufficient duration to impart the skill needed to meet that occupational goal. Occupational skills training can be funded through ITAs for Out of School Youth aged 18-24.
606	Leadership Development	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors such as exposure to post-secondary educational possibilities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership; training in decision-making, including determining priorities and problem solving; citizenship training, including life skills training such as parenting and work behavior training; civic engagement which promote the quality of life in a community; and other leadership activities that place a youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.
607	Supportive Services	Services such as transportation, childcare, housing, medical care, uniforms, tools, and equipment that is necessary to enable an individual to participate in activities authorized under and consistent with Title I of WIOA and the current DWD Supportive Service Issuance. Post employment services may also be provided to ensure success at the worksite. Local program operators are encouraged to develop a network of existing Supportive Services to assist as needed. These may include clothing, temporary shelter, family planning services, legal aid, emergency food, and heating and cooling assistance.
608	Adult Mentoring	Mentoring must be a formal relationship between a youth participant and an

		adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement. The mentor should be an adult other than the youth case manager. Mentoring may include workplace mentoring. Mentoring must last at least 12 months
609	Follow-Up Services	Provide follow-up services for not less than 12 months after the completion of participation, as appropriate. Follow-up services are more than a contact attempted or made to gather information for reporting purposes because follow-up services provide the necessary support to ensure the success of the Youth post-program.
610	Comprehensive Guidance and Counseling	Activities which provide in individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs as appropriate.
611	Objective Assessment	Includes a review of the youth's academic and occupational skill levels, and service needs, to identify appropriate services and career pathways for the youth and informs the individual service strategy.
612	Individual Service Strategy	Identifies appropriate career pathways that include education and employment goals, considers career planning and the results of the objective assessment and includes achievement objectives and services for the youth. It is directly linked to one or more performance indicators.
613	Preparation and transition to post-secondary education and training	Activities that help the youth prepare for and transition to post-secondary education and training.
601	Dropout Prevention and Recovery	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
615	Pre-Apprenticeship Programs	A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s). Pre-apprenticeships may be used to provide work experiences that can help obtain the skills need to be placed into a registered apprenticeship. Pre-Apprenticeship services and programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship programs.
616	On-the-Job Training Opportunities	Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
617	Internships and Job Shadowing	A planned, structured, time-limited learning experience that takes place in a workplace and typically tied to a related educational component. An internship may be paid or unpaid as appropriate.

619	Education for Workplace Preparation	Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
620	Financial Literacy Education	Activities that support the ability of participants to create budgets, initiate checking and savings accounts, and make informed decisions; support participants in learning how to effectively manage spending, credit and debt, including student loans, consumer credit and credit cards; and teach the significance of credit reports and credit scores. Identity theft should also be a component of Financial Literacy Education. Activities should equip the participant with the knowledge and skills they need to achieve long-term financial stability.
621	Entrepreneurial Skills Training	Activities that provide the basics of starting and operating a small business. Such activities must develop the skill associated with entrepreneurship. Such skills include, but are not limited to, the ability to: take initiative; creatively seek out and identify business opportunities; develop budgets and forecast resource needs; understand various options for acquiring capital and the trade-offs associated with each option; and communicate effectively and market oneself and one's ideas.
622	Labor Market Information	Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.