



# LOS ANGELES COUNTY

WIA Adult, Dislocated Worker and Youth Programs

## INFORMATIONAL BULLETIN

Number: WIA-RS-B14-01

Subject: CalJOBS<sup>SM</sup> WIA Service Code Crosswalk and Service Code Definitions

Date: 04-29-2014

Effective Date: May 05, 2014

Page 1 of 1

**TO: ALL Workforce Investment Act (WIA) ADULT, DISLOCATED WORKER AND YOUTH CONTRACTORS**

The purpose of this bulletin is to provide you with a list of WIA activity service codes that are available in the CalJOBS<sup>SM</sup> System along with the equivalent codes from the retired JTA System in the form of a JTA to CalJOBS<sup>SM</sup> activity code crosswalk matrix (attachment I). In addition, a document providing detailed definitions of the CalJOBS<sup>SM</sup> activity codes is included (attachment II).

The activity service codes included are only those codes applicable to the WIA program. For a full list that includes Wagner-Peyser, Trade Adjustment Assistance and WIA program activity service codes please refer to EDD Information Notice *WSIN 13-39, New CalJOBS<sup>SM</sup> Service Codes*.

**It is important to note that the activity service codes provided in the crosswalk and definitions are all the WIA codes that appear in the CalJOBS<sup>SM</sup> System and are not intended to be used as a listing of activities that are allowable for provision of services.** Please refer to LA County local policy for guidance on what types of activities are allowed and which are disallowed.

If you have questions regarding this bulletin, please contact our CalJOBS Tech Support Team, at [CALJOBStechsupport@css.lacounty.gov](mailto:CALJOBStechsupport@css.lacounty.gov).

Josie Marquez, Assistant Director

Workforce and Community Services Branch

Attachment(s)

**MIS Activity Codes Crosswalk  
JTA to the New CalJOBS System**

Category of Activity	Service Code Description	Old JTA Code	New CalJOBS Code	Restarts 90 Day Clock?		
Self Service Activities (Core A)	One Stop Employment And Workforce Information Service		002	NO		
	Self Service Registration		003	NO		
	Self Service Information On Training Providers, Performance Outcomes		004	NO		
	Self Service Labor Market Research		005	NO		
	Self Service Job Search through VOS		006	YES		
	Self Service Initial Resume		007	YES		
	Self Service Resume - Update and Additions		008	NO		
	Self-Service Informed of Veteran Priority of Service		089	NO		
	Skills Self-Assessment		090	YES		
Staff Assisted Core A & Core B Activities	Core A	Orientation	18	101	YES	
		Provision Information On Training Providers, Performance Outcomes		103	YES	
		Provision Of Labor Market Research		107	YES	
		Job Fair	19	112	YES	
		Use of One-Stop Resource Room/Equipment		120	NO	
	Core B	Initial Assessment	21	102	YES	
		Workshop		104	YES	
		Job Finding Club	14	105	YES	
		Follow-up Services after Employment (prior to Exit)	10	106	NO	
		TAP Workshop		111	YES	
		Resume Preparation Assistance		115	YES	
		Received Significant Service From Staff Not Classified - note in case notes	15	116	YES	
		Job Development Contacts (working with Employer and Job Seeker)	11	123	YES	
		Received Bonding Assistance	44	124	YES	
		Job Search/Placement Asst., inc. Career Counseling	43, 13	125	YES	
		Proficiency Testing		130	YES	
		Testing/ background check as required by employer		131	YES	
		Conversion Core Service	16, 17, 20	199	YES	
		Referrals	Job Referral - FCJL - Federal Contractor Job		114	YES
			Job Referral -Job Outside CalJOBS (non Federal)	12	121	YES
Job Referral - Federal			122	YES		
Referred To Registered Apprenticeship Program			206	YES		
Referred To Job Corps			207	YES		
Intensive Services	Referred To Other Federal (Non-Wia) Training		208	YES		
	Referred To State And Local Training (non WIA)		209	YES		
	Referred To Educational Services (non Federal/State/Local)		210	YES		
	Individual Counseling	35	200	YES		
	Group Counseling	33	201	YES		
	Career Guidance/Planning		202	YES		
	Objective Assessment	31	203	YES		
	Interest And Aptitude Testing		204	YES		
	Development of IEP/ISS/EDP	32	205	YES		
	Other Intensive Services Not Otherwise Classified	40	212	YES		
	Mentorship		213	YES		
	Adult Literacy, Basic Skills or GED Preparation	50,62	214	YES		
	Short Term Pre-Vocational Services	38	215	YES		
	Out-of-area job search asst.	36	216	YES		
	Internships	39	218	YES		
	Work Experience	34	219	YES		
	Case Management	30	220	YES		
	English as a Second Language (ESL)		222	YES		
	Conversion Intensive Service	41,42	299	N/A		

Training Services	Occupational Skills Training - Approved Provider List (ITA)	54	300	YES	
	On-The-Job Training	55	301	YES	
	Entrepreneurial Training	52	302	YES	
	Customized Training	51	304	YES	
	Skills Upgrading & Retraining	57	305	YES	
	Prerequisite Training	64	306	YES	
	Placed In Job Corps		311	YES	
	Placed In Federal Training		312	YES	
	Placed In State And Local Training	60, 61	313	YES	
	Private Sector Training	56	320	YES	
	Job Readiness Training	53	322	YES	
	Workplace Training & Cooperative Education	58	323	YES	
	Apprenticeship Training	65	325	YES	
	Occupational Skills Training - Non Approv Provider (No ITA)	54	328	YES	
	Other Training Services	59	329	YES	
	Institutes of Higher Education Contracting Training - IHECT (Formula Only)	66	353	YES	
	Higher Education Waiver - Community College/University Training (ARRA Only)	63	398	YES	
	Conversion Training Services	60, 61	399	N/A	
Support Services	Adult & Dislocated Worker	Support Service - Child/Dependent Care (Adult)		180	NO
		Supportive Service - Transportation Assistance (Adult)		181	NO
		Supportive Service - Medical (Adult)		182	NO
		Support Service - Incentives/Bonuses (Adult)		183	NO
		Supportive Service - Temporary Shelter (Adult)		184	NO
		Support Service -Other (Adult)	81	185	NO
		Support Service - Seminar/Workshop Allowance		186	NO
		Support Service - Job Search Allowance		187	NO
		Supportive Service - Relocation assistance	37	217	NO
		Support Service - Needs Related Payments (Training)	82	326	NO
		Support Service - Training Allowance		327	NO
	Youth Only	Support Service - Child/Dependent Care		480	YES
		Support Service - Transportation Assistance		481	YES
		Support Service - Medical		482	YES
		Support Service - Temporary Shelter		483	YES
		Support Service - Incentives / Bonuses		484	YES
		Support Service -Other	81	485	YES
		Support Service - Counseling		486	YES
Support Services - Stipends		419	YES		
Youth Only Services	Youth Summer Employment	70	400	YES	
	Pre-Employment Training/Work Maturity		401	YES	
	Other Youth Services	74	402	YES	
	Conversion Youth Educational Achievement Services	71	403	YES	
	Conversion Youth Employment Services	72	404	YES	
	Tutoring, study skills training & instruction		406	YES	
	Youth Internship - Un-Paid		408	YES	
	Youth - Job Shadowing		409	YES	
	Leadership Development Services	73	410	YES	
	Adult Mentoring		411	YES	
	Objective Assessment	31	412	YES	
	Develop Service Strategies (IEP/ISS/EDP)	32	413	YES	
	Basic Skills Training		414	YES	
	Enrolled in Alternative Secondary Education		415	YES	
	Occupational Skills Training		416	YES	
	Comprehensive Guidance and Counseling		417	YES	
	Adult Education (GED)		418	YES	
	Case Management		420	YES	
	Work Experience - Paid		425	YES	
	Work Experience - Un-Paid		426	YES	
	Internship - Paid		427	YES	
	Youth On-the-Job Training		428	YES	
	Enrolled in Secondary School (H.S.)		429	YES	
Conversion Youth Services	75, 76	499	YES		

Follow-Up Services	Referral to Community Resources		F1	NO
	Referral to Medical Services		F2	NO
	Tracking Progress on the Job		F3	NO
	Work Related Peer Support Group		F4	NO
	Assistance securing better paying job		F5	NO
	Career development and further education planning		F6	NO
	Assistance with Job/Work Related Problems		F7	NO
	Adult Mentoring		F8	NO
	Tutoring		F9	NO
	Leadership Development		F10	NO
	Other Follow Up Service, not classified		F11	NO
	SS-Transportation		F12	NO
	SS- Purchase work related uniforms/attire		F13	NO
	SS-Purchase work related tools		F14	NO
	SS-Housing Assistance		F15	NO
	SS-Utilities		F16	NO
	SS-Dependent Care		F17	NO
	SS-Medical		F18	NO
	SS-Incentives/Bonus		F19	NO
	Conversion Follow Up Service		F99	NO
Misc	Planned Break in Service: Training, Health/Medical	83, 86	001	YES
	Complaint Process Information		080	NO
	Attended Rapid Response		110	NO
	Conversion Non-WIA Co-Enrolled Miscellaneous Services	84, 85	223	N/A
	Conversion Non-WIA Co-Enrolled Miscellaneous Services (Youth)	84,85	423	N/A
	Referred To Job 150 Day or Greater		500	YES
	Referred To Job 4 - 150 Day In Length		501	YES
	Referred To Job 3 Days Or Less		502	YES
	Negative Referral Result		503	NO
	Refused Referral To Job / Training		504	NO
	Notification of Jobs via Virtual Recruiter		589	NO
	Notification to Jobseeker of potential job		590	NO

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
001	Planned Break in Service: Training, Health/Medical	A participant has a planned gap in service of greater than 90 days due to either of the following: (1) a delay before the beginning of training, or (2) the participant is receiving medical treatment or providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program (does not include temporary conditions or situations expected to last for less than 90 days). The gap in service may last no more than 180 consecutive calendar days from the date of the most recent service to allow time to address the barriers to continued participation. However, service providers 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 the issues that prevent the participant from completing program services that lead to employment. A case note should be created for this activity explaining the reason for such a gap in service. By using this activity code it will create a suspension on the 90 day soft exit clock.
002	AJCC Employment And Workforce Information Service	A participant accessed self-service activities or workforce information available in the America Job Center of California <sup>SM</sup> (AJCC). 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. This definition also includes a staff member providing the participant with information on how to access services in the America's Job Center of California <sup>SM</sup> (AJCC). This definition does not include self-service information on training providers (004), self-service labor market research (005), or the local AJCC orientation (101).
003	Self Service Registration	A participant registered in CalJOBS <sup>SM</sup> using a computer in a physical location, such as a AJCC resource room, partner agency, or EDD stand alone office. The participant required minimal or no staff assistance.
004	Self Service Information On Training Providers, Performance Outcomes	A participant accessed information regarding training providers and/or how the local area is performing on local performance measures. The participant required minimal or no staff assistance.
005	Self Service Labor Market Research	A participant accessed labor market information, such as 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 business identified skills needs; job vacancies survey results; workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries. The participant required minimal or no staff assistance.
006	Self Service Job Search through VOS	A participant conducted an online job search using a computer in a physical location, such as a AJCC resource room, partner agency, or EDD stand alone office. The participant required minimal or no staff assistance.
007	Self Service Initial Resume	A participant prepared their resume using a computer in a physical location such as a AJCC resource room, partner agency, or EDD stand alone office. The participant required minimal or no staff assistance.
008	Self Service Resume - Update and Additions	A participant revised their resume using a computer in a physical location such as a AJCC resource room, partner agency, or EDD stand alone office. The participant required minimal or no staff assistance.
080	Complaint Process Information	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.
089	Self-Service Informed of Veteran Priority of Service	This activity is system generated when a veteran self identifies at the time of registration in CalJOBS <sup>SM</sup> . A pop up window informs the Veteran of the Priority of Service policy.
090	Skills Self-Assessment	A participant accessed a core service designed to inform and educate them about their employment strengths and weaknesses. The participant required minimal or no staff assistance.
101	Orientation	A participant attended a local office orientation informing them of the information and services available through the AJCC delivery system. This includes but not limited to: Veteran Orientation, WIA Orientation, Local Office Orientation.
102	Initial Assessment	Staff conducted an initial assessment of the participant's skill level, aptitude, abilities, interests, and supportive service needs.
103	Provision Information On Training Providers, Performance Outcomes	Staff provided a participant with readily available information on training providers that did not require an assessment by the staff member of the participant's skills, education, or career objectives.
104	Workshop	A participant attended a workshop that provides instruction relative to employment. A workshop consists of two or more clients participating. The workshop instructor may be an EDD or partner staff. This definition does not include job finding clubs (105), resume preparation assistance (115), job search assistance (125), or Initial Assistance Workshops (149).

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
105	Job Finding Club	A participant attended an organized activity that provided instructions on resume writing, application preparation, interviewing skills, and/or job lead development, and included a period of structured application where participants attempted to obtain jobs.
106	Follow-up Services after Employment (prior to Exit)	<p>This activity is used when a participant who was placed into unsubsidized employment and has not soft exited from the program.</p> <p>Adult and Dislocated Workers—could include, but are not limited to:            Additional career planning and counseling; Contact with the participant's employer, including assistance with work-related problems that may arise; Peer support groups; A telephone call, letter, or visit by staff concerning the progress of a client following placement on a job, enrollment in training; Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.</p> <p>All youth participants—The types of services provided and the duration of services must be determined based on the needs of the individual. Follow-up services for youth may include, but are not limited to:            Adult mentoring (for example, job shadowing, tutoring, etc.); Assistance in securing a better paying job, career development, and further education; Leadership development; Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; Tracking the progress of youth in employment after training; Work-related peer support groups. 20 CFR664.450</p> <p>Please note: Supportive Services should be reported by their specific activity code.</p>
107	Provision Of Labor Market Research	Staff provided a participant with readily available information on training providers that does not require an assessment by the staff member of the participant's skills, education, or career objectives. Examples include preprinted lists of employers, wage rates, or occupations; DMV printouts; and generally available civil service job announcements, flyers, or applications.
110	Attended Rapid Response	A participant took part in rapid response activities at any time prior to or subsequent to their participation in the program.
111	TAP Workshop	A participant attended a Transition Assistance Program (TAP) employment workshop
112	Job Fair	Staff provided a participant with information regarding an upcoming job fair (e.g., physical address, date, and time) in order to assist the participant with locating employment opportunities.
114	Job Referral - FCJL - Federal Contractor Job	A participant who is either a special disabled veteran, campaign veteran, or recently separated veteran was referred to a job opening listed by an employer identified as a Federal contractor.
115	Resume Preparation Assistance	Staff provided a participant instruction on the content and format of resumes and cover letters and assistance in the development and production of the same. Assisting a participant by inputting their resume into CalJOBS <sup>SM</sup> does not meet the scope of work to record this activity.
116	Received Significant Service From Staff Not Classified - note in case notes	A participant received a service requiring significant staff involvement that is not included in any other CalJOBS <sup>SM</sup> service code. The staff member must enter a description of the service rendered in the participant's case notes.
120	Use Of AJCC Resource Room / Equipment	A participant used the services and/or equipment in the AJCC resource room. This definition also includes a staff member providing the participant with information or instruction on how to access the tools or equipment in the resource room.
121	Job Referral -Job Outside CalJOBS <sup>SM</sup> (non Federal)	Staff referred a participant to a job opening that was neither listed in CalJOBS <sup>SM</sup> nor listed by a federal department or agency.
122	Job Referral - Federal	Staff referred a participant to a job opening listed by a federal department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management. This definition does not include referrals to federal contractor jobs (114).
123	Job Development Contacts (working with Employer and Job Seeker)	Staff assisted a participant by working with the employer and job seeker. Activities include, but are not limited to: securing a job interview (either in-person, by telephone, or through a mail inquiry) of a job opening not currently on file; and calling a union or employer on behalf of a particular applicant. Referrals to governmental and/or local public agencies with a currently advertised job listing (all sources) are not considered a valid Job Development Contact. Job Development Contacts through mail inquiries must include a cover letter introducing the client(s) and explaining the purpose of the enclosed applications or resumes.
124	Received Bonding Assistance	Staff, designated as responsible for providing bonding services, completed the steps required to provide an at-risk or hard-to-place participant with a fidelity bond. These steps include, but are not limited to: confirming the participant has a firm job offer and the legal right-to-work; completing the EDD Fidelity Bonding Certification Request; completing EDD Fidelity Bonding Employer Confirmation Letter; and submitting bonding requests to the Workforce Services Division Bonding Coordinator.

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
125	Job Search/Placement Asst., inc. Career Counseling	Staff provided career counseling to assist the participant in determining whether more intensive services were required to obtain employment. This could include the development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.
130	Proficiency Testing	Staff tested an individual's ability to read, write, and speak in English, and to compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.
131	Testing/ background check as required by employer	Staff ensured testing and background checks were conducted for a participant as required by an employer.
180	Support Service - Child/Dependent Care	A participant received assistance with child care or dependent care which enabled him or her to participate in job training or job search activities authorized under WIA Title IB.
181	Supportive Service - Transportation Assistance	A participant received assistance with transportation which enabled him or her to participate in activities authorized under WIA Title IB.
182	Supportive Service - Medical	A participant was referred to medical services which enabled him or her to participate in activities authorized under WIA Title IB.
183	Support Service - Incentives/Bonuses	A participant received an incentive or bonus which enabled them to participate in activities authorized under WIA Title IB. This definition does not include needs-related payments which enable participants to participate in WIA training (326).
184	Supportive Service - Temporary Shelter	A participant received assistance with temporary shelter which enabled him or her to participate in activities authorized under WIA Title IB.
185	Support Service - Other	A participant received supportive services that were necessary to enable the individual to participate in activities authorized under WIA Title IB. This does not include child/dependent care (180), transportation assistance (181), medical (182), incentives/bonuses (183), temporary shelter (184), seminar/workshop allowance (186), job search allowance (187), relocation assistance (217), or needs-related payments (326).
186	Support Service - Seminar/Workshop Allowance	A participant received an allowance to attend an employment related seminar or workshop.
187	Support Service - Job Search Allowance	A participant received an allowance to purchase items necessary for conducting a successful job search. These items include, but are not limited to: interview clothing, appropriate shoes, money for gas, and money for parking.
199	Conversion Core Service	No definition provided by EDD.
200	Individual Counseling	Staff provided counseling, career planning and vocational guidance to a participant in a one-on-one setting to help the individual achieve employment goals and make decisions about employment and training opportunities based on the participant's assessment.
201	Group Counseling	Staff provided counseling to a participant in a group setting to help the individual achieve employment goals and make decisions about employment and training opportunities.
202	Career Guidance/Planning	Staff provided information, materials, suggestions, and/or advice to a participant to help the individual make occupation or career decisions.
203	Objective Assessment	Staff conducted a comprehensive and specialized assessment of the skill level and service needs of a participant. The assessment may include: diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
204	Interest And Aptitude Testing	Staff tested the aptitude of a participant to determine whether the individual had the skills and qualifications necessary to achieve his or her employment goals or successfully participate in a selected program of training services.
205	Development of IEP/ISS/EDP	Staff and a participant jointly developed an ongoing strategy that identified the participant's employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
206	Referred To Registered Apprenticeship Program	Staff referred a participant to an apprenticeship program approved and recorded by the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or by a recognized state apprenticeship agency or council, such as the California Department of Industrial Relations, Division of Apprenticeship Standards.
207	Referred To Job Corps	Staff referred a participant to the WIA Title IC program, Job Corps.
208	Referred To Other Federal (Non-WIA) Training	Staff referred a participant to a training program supported by the federal government, such as TAA. This definition does not include referrals to Job Corps (207) or WIA funded training (211).

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
209	Referred To State And Local Training (non WIA)	Staff referred a participant to a training program funded with monies from state and/or local agencies. This definition does not include referrals to WIA funded training (211).
210	Referred To Educational Services (non Federal/State/Local)	Staff referred a participant to a service provider (not funded with monies from federal, state, or local agencies) to receive educational services leading to completion of the participant's educational goals. These services include, but are not limited to tutoring, study skills training, and instruction.
212	Other Intensive Services Not Otherwise Classified-Case Note Required	Staff provided a participant with a staff-assisted intensive service that is not included in any of the other CalJOBS <sup>SM</sup> intensive service code. A case note is required.
213	Mentorship	A 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 methods such as instructing, coaching, providing experiences, modeling, and advising. The mentorship could include a contract for learning and should last for a specified period of time.
214	Adult Literacy, Basic Skills or GED Preparation	Staff referred a participant to a program or course of study designed to develop competency in basic educational skills such as reading, comprehension, mathematics, writing, speaking, and reasoning and/or programs leading to education credentials such as GED, high school diploma, or college degree.
215	Short Term Pre-Vocational Services	Staff provided a participant short term pre-vocation services, including the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare the individual for unsubsidized employment or training.
216	Out-of-area job search asst.	Staff assisted a participant with an out-of-area job search. The assistance was deemed appropriate based on an assessment of the participant or the participant's individual employment plan.
217	Supportive Service - Relocation assistance	A participant received financial assistance to relocate in order to accept employment, as provided for by local policy.
218	Internships	Staff referred a participant to an internship opportunity. The internship was deemed appropriate for the participant based on an assessment of the participant or the participant's individual employment plan.
219	Work Experience	A participant took part in a planned, structured learning experience that took place in a private, for-profit, non-profit, or public sector workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate.
220	Case Management	Staff provided a client-centered approach in the delivery of services to a participant, by: (A)preparing and coordinating a comprehensive employment plan, such as a service strategy, for the participant to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and (B)providing job and career counseling during program participation and after job placement.
222	English as a Second Language (ESL)	A participant attended an English as a Second Language (ESL) program.
223	Conversion Non-WIA Co-Enrolled Miscellaneous Services	This is a conversion code and will not be used going forward.
299	Conversion Intensive Service	This is a conversion code and will not be used going forward.
300	Occupational Skills Training - Approved Provider List (ITA)	A participant attended training designed to provide the technical skills necessary to perform a specific job or group of jobs. The training was funded with WIA formula funds and the training provider was on the statewide Eligible Training Provider List (ETPL).
301	On-The-Job Training	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 of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C)Was limited in duration that was appropriate to the occupation for which the participant was 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.
302	Entrepreneurial Training	A participant attended entrepreneurial training.

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
304	Customized Training	An individual took part in an employer's customized training program. The training was designed to meet the special requirements of the employer and was conducted with a commitment by the employer to employ, or in the case of an incumbent worker, continue to employ, the individual upon successful completion of the training. The employer paid at least 50 percent of the cost of the training.
305	Skills Upgrading & Retraining	Training was provided for the purpose of upgrading the skills and/or retraining the participant.
306	WIA Prerequisite Training	Prerequisite education is coursework that a training institution requires before entry into an approved training program.
311	Placed In Job Corps	Staff verified that a participant entered the WIA Title IC program, Job Corps.
312	Placed In Federal Training (includes TAA and WIA)	Staff verified that a participant entered a training program supported by the federal government, such as a WIA funded project or TAA. This definition does not include placement in Job Corps (311) or apprenticeship (314).
313	Placed In State And Local Training (non TAA, WIA)	Staff verified that a participant entered a training program funded with monies from state and/or local agencies. This definition does not include placement in federal training (312) or Job Corps (311).
320	Private Sector Training	A participant attended a training program operated by the private sector.
322	Job Readiness Training	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 work 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. This definition does not include skills needed to find and apply for a job, such as job search skills (125), interviewing skills (215), or how to write a resume (115).
323	Workplace Training & Cooperative Education	A participant attended a training program that combined workplace training with related instruction. This definition includes cooperative education programs.
325	Apprenticeship Training	A participant was enrolled into an apprenticeship program approved and recorded by the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or by a recognized state apprenticeship agency or council, such as the California Department of Industrial Relations, Division of Apprenticeship Standards.
326	Support Service - Needs Related Payments (Training)	A unemployed adult or dislocated worker who does not qualify for (or has ceased to qualify for) unemployment compensation received financial assistance for the purpose of enabling the individual to participate in WIA funded training.
327	Support Service - Training Allowance	No definition provided by EDD.
328	Occupational Skills Training - Non Approv Provider (No ITA)	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 statewide Eligible Training Provider List (ETPL).
329	Other Training Services	Staff provided a participant with a training service that is not included in any of the other New CalJOBS <sup>SM</sup> service codes.
353	Institutes of Higher Education Contracting Training-IHECT (Formula Only)	A participant was enrolled in an institute of higher education or other eligible training provider based on LWIA receiving a waiver for using the institution per Directive 12-20. Refer to Directive 12-20 for the definition and qualifications of a "Institution of Higher Education."
398	Higher Education Waiver - Community College/University Training (ARRA Only)	A participant was enrolled in an occupational skills training program, Adult Education and literacy service, or customized training program at an institution of higher education that contracted directly with a local board. This activity code should only be used for participants enrolled at institutions of higher education in training programs that are not on the statewide Eligible Training Provider List (ETPL).
399	Conversion Training Services	This is a conversion code and will not be used going forward.
400	Youth Summer Employment	A youth participant received summer employment opportunities directly linked to academic and occupational learning.

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
401	Pre-Employment Training/Work Maturity	A youth participant received services that encourage responsibility, employability, and other positive social behaviors, such as: exposure to post-secondary educational opportunities; community and service learning projects; and citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.
402	Other Youth Services	A youth participant received supports for youth services primarily provided to assist the youth in achieving employment-related success. This definition does not include adult mentoring (411) or comprehensive guidance and counseling (417).
403	Conversion Youth Educational Achievement Services	This is a conversion code and will not be used going forward.
404	Conversion Youth Employment Services	This is a conversion code and will not be used going forward.
406	Tutoring, study skills training & instruction	A youth participant received educational achievement services, including but not limited to: tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings. This definition does not include basic skills training (414).
408	Youth Internship - Un-Paid	A youth participant took part in an unpaid internship in the private, for-profit, non-profit, or public sector.
409	Youth - Job Shadowing	A youth participant took part in a job shadowing experience in the private, for-profit, non-profit, or public sector.
410	Leadership Development Services	A youth participant received services that encourage leadership development, such as: (a) peer-centered activities, including peer mentoring and tutoring; (b) organizational and team work training, including team leadership training; and (c) training in decision making, including determining priorities.
411	Adult Mentoring	A youth participant received adult mentoring for a duration of at least twelve months. The mentoring may occur both during and after program participation.
412	Objective Assessment	Staff conducted an objective assessment of the academic levels, skill levels, and service needs of a youth participant which included a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs.
413	Develop Service Strategies (IEP/ISS/EDP)	Staff developed a service strategy for a youth participant that identified an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the objective assessment conducted for the individual.
414	Basic Skills Training	A youth participant received basic skills training including, but not limited to: reading comprehension, math computation, writing, speaking, listening, problem solving, and reasoning.
415	Enrolled in Alternative Secondary Education	A youth participant was enrolled in an alternative secondary education program. This definition applies to youth who are either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. This definition does not include youth participants enrolled in adult education (418).
416	Occupational Skills Training	A youth participant attended an organized program of study that provided specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. The training was: (1) outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) long-term in nature and commenced upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) resulted in attainment of a certificate.
417	Comprehensive Guidance and Counseling	A youth participant received comprehensive guidance and counseling, including drug and alcohol abuse counseling, or a referral to counseling, as appropriate to the needs of the individual youth.
418	Adult Education (GED)	A youth participant was enrolled in an adult education program. This definition applies to youth who are either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. This definition does not include youth participants enrolled in alternative secondary education (415).
419	Support Services - Stipends	A youth participant received a stipend which enabled them to participate in activities authorized under WIA Title IB and is included in the participant's individual needs assessment and individual service strategy.

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
420	Case Management	A youth participant received client-centered, case management services designed to: (a) prepare and coordinate a comprehensive employment plan, such as a service strategy, for the participant to ensure access to necessary workforce investment activities and supportive services; and (b) provide job and career counseling to the individual during program participation and after job placement.
423	Conversion Non-WIA Co-Enrolled Miscellaneous Services (Youth)	This is a conversion code and will not be used going forward.
425	Work Experience - Paid	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: instruction in employability skills or generic workplace skills; exposure to various aspects of an industry; progressively more complex tasks; the integration of basic academic skills into work activities; supported work, work adjustment, and other transition activities; entrepreneurship; service learning; or paid and unpaid community service. This definition does not include unpaid internships (408), paid internships (427), job shadowing (409), or on-the-job training (428).
426	Work Experience - Un-Paid	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: instruction in employability skills or generic workplace skills; exposure to various aspects of an industry; progressively more complex tasks; the integration of basic academic skills into work activities; supported work, work adjustment, and other transition activities; entrepreneurship; service learning; or paid and unpaid community service. This definition does not include unpaid internships (408), paid internships (427), job shadowing (409), or on-the-job training (428).
427	Internship - Paid	A youth participant took part in a paid internship in the private, for-profit, non-profit, or public sector.
428	Youth On-the-Job Training	A youth participant took part in an on-the-job training experience in the private, for-profit, non-profit, or public sector. For youth participants under age 18, this service should only be utilized when the objective assessment of the individual identifies needs that would be appropriately met with on-the-job training.
429	Enrolled in Secondary School (H.S.)	A youth participant was enrolled in secondary school, post-secondary school, or any other organized program of study. This definition applies to youth who are either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. This definition does not apply to alternative secondary education (415) or adult education programs (418).
480	Support Service - Child/Dependent Care	A youth participant received assistance with child care or dependent care which enabled them to participate in activities authorized under WIA Title IB.
481	Support Service - Transportation Assistance	A youth participant received assistance with transportation which enabled them to participate in activities authorized under WIA Title IB.
482	Support Service - Medical	A youth participant was referred to medical services which enabled them to participate in activities authorized under WIA Title IB.
483	Support Service - Temporary Shelter	A youth participant received assistance with temporary shelter which enabled them to participate in activities authorized under WIA Title IB.
484	Support Service - Incentives / Bonuses	A youth participant received an incentive or bonus which enabled them to participate in activities authorized under WIA Title IB. This definition does not include needs-related payments which enable participants to participate in WIA training (326).
485	Support Service -Other	A youth participant received supportive services, such as assistance with uniforms or other appropriate work attire, assistance with work related tools, or linkages to community services, which were necessary to enable the individual to participate in activities authorized under WIA Title IB. This definition does not include stipends (419) child/dependent care (480), transportation assistance (481), medical (482), temporary shelter (483), incentives/bonuses (484), or counseling (486).
486	Support Service - Counseling	A youth participant received a referral to counseling services which enabled them to participate in activities authorized under WIA Title IB.
499	Conversion Youth Services	No definition provided by EDD.
500	Referred To Job 150 Day or Greater	The act of bringing to the attention of an employer a job seeker or a group of registered job seekers who are available for a job and the job is hiring for 150 days or greater. This code is system generated.

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
501	Referred To Job 4 - 150 Day In Length	The act of bringing to the attention of an employer a job seeker or a group of registered job seekers who are available for a job and the job is hiring for 4-150 days or length. This code is system generated.
502	Referred To Job 3 Days Or Less	The act of bringing to the attention of an employer a job seeker or a group of registered job seekers who are available for a job and the job is hiring for 3 days or less. This code is system generated.
503	Negative Referral Result	Staff member updated a job seeker referral profile to not hire. This code is system generated.
504	Refused Referral To Job / Training	Jobseeker refused to be referred to a job and/or training.
589	Notification of Jobs via Virtual Recruiter	Notifies a job seeker of a potential job when utilizing the virtual recruiter.
590	Notification to Jobseeker of potential job	Notifies a job seeker of a potential job.
F1	Referral to Community Resources	A participant was referred to a community resource after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F2	Referral to Medical Services	A participant was referred to medical services after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F3	Tracking Progress on the Job	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 their occupation or retain their employment.
F4	Work Related Peer Support Group	A participant was referred to a work related peer support group after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F5	Assistance securing better paying job	A participant received assistance securing a job paying a higher wage.
F6	Career development and further education planning	A participant received additional career planning and counseling after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F7	Assistance with Job/Work Related Problems	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 them to progress further in their occupation or retain their employment.
F8	Adult Mentoring	A youth participant received adult mentoring after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F9	Tutoring	A participant received tutoring after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F10	Leadership Development	A participant received leadership development training after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F11	Other Follow Up Service, not classified	A participant received a follow-up service (not included in service codes F01 - F19) necessary to enable them to progress further in their occupation or retain their employment
F12	SS-Transportation	A participant received assistance with transportation after being placed in unsubsidized employment. This follow-up supportive service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F13	SS- Purchase work related uniforms/attire	A participant received an allowance to purchase work related uniforms or attire after being placed in unsubsidized employment. This follow-up supportive service was provided to the individual to enable them to progress further in their occupation or retain their employment.
F14	SS-Purchase work related tools	A participant received an allowance to purchase work related tools after being placed in unsubsidized employment. This follow-up supportive service was provided to the individual to enable them to progress further in their occupation or retain their employment.

### New CalJOBS<sup>SM</sup> WIA Activity Code Definitions

CalJOBS <sup>SM</sup> Code	Service Code Description	Definition
<b>F15</b>	SS-Housing Assistance	A participant received assistance with housing after being placed in unsubsidized employment. This follow-up supportive service was provided to the individual to enable them to progress further in their occupation or retain their employment.
<b>F16</b>	SS-Utilities	A participant received assistance with utilities after being placed in unsubsidized employment. This follow-up supportive service was provided to the individual to enable them to progress further in their occupation or retain their employment.
<b>F17</b>	SS-Dependent Care	A participant received assistance with child care or dependent care after being placed in unsubsidized employment. This follow-up supportive service was provided to the individual to enable them to progress further in their occupation or retain their employment.
<b>F18</b>	SS-Medical	A participant received financial assistance for medical services after being placed in unsubsidized employment. This follow-up supportive service was provided to the individual to enable them to progress further in their occupation or retain their employment.
<b>F19</b>	SS-Incentives/Bonus	A participant received an incentive or bonus after being placed in unsubsidized employment. This follow-up supportive service was provided to the individual to enable them to progress further in their occupation or retain their employment.
<b>F99</b>	Conversion Follow Up Service	Do not define. This is a conversion code and will not be used going forward.