

CalJOBSSM Activity Codes Dictionary

Contents

Participant Activity Codes	2
001 - 090	2
101 - 195	4
200 - 280	12
300 - 346	18
400 - 491	23
500 - 505	31
Follow-Up Activity Codes	32
F01 – F21	32
Employer Activity Codes	35
E01 – E69	35

Participant Activity Codes

Activity Code	Activity Code Name and Definition
001	<p>Planned Break in Service</p> <p>A participant has a planned gap in service of greater than 90 days due to either of the following:</p> <ol style="list-style-type: none"> 1. A delay before the beginning of, or during training. 2. 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). <p>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. Using this activity code, it will create a suspension on the 90-day soft exit clock.</p>
002	<p>AJCC Employment and Workforce Information Service</p> <p>This activity is system generated when an individual accesses self-service activities or workforce information available in the America's Job Center of CaliforniaSM (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 AJCC.</p> <p>This definition does not include self-service information on training providers (004), self-service labor market research (005), or the local AJCC orientation (101).</p>
003	<p>Self-Service Registration</p> <p>This activity is system generated when an individual accesses and registers into CalJOBS using an electronic device, or in a physical location, which can include, but is not limited to: an AJCC resource room, partnering agency, home, library, or other physical location.</p>
004	<p>Self-Service Information on Training Providers/Performance Outcomes</p> <p>This activity is system generated when an individual accesses information regarding training providers and/or how the local area is performing on local performance measures.</p>

Participant Activity Codes

005	Self-Service Labor Market Research This activity is system generated when an individual accesses 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 businesses' identified skill needs; job vacancies' survey results; workforce availability; business turnover rates; job creation; and job identification of high-growth and high-demand industries.
006	Self-Service Job Search through VOS This activity is system generated when an individual conducts an online job search using an electronic device at an AJCC resource room, partnering agency, home, library, or other physical location.
06M	Self-Service Job Search through Mobile App This activity is system generated when an individual conducts an ongoing job search using a smartphone, tablet or other electronic device at an AJCC resource room, partnering agency, home, library or other physical location.
007	Self-Service Initial Résumé This activity is system generated when an individual prepares his/her résumé using an electronic device at an AJCC resource room, partnering agency, home, library, or other physical location.
008	Self-Service Résumé: Update and Additions This activity is system generated when an individual revises his/her résumé using an electronic device at an computer in an AJCC resource room, partnering agency, home, library, or other physical location.
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. A pop-up window informs the Veteran of the Priority of Service policy.

Participant Activity Codes

090	<p>Skills Self-Assessment</p> <p>This activity is system generated when an individual completes a CalJOBS self-assessment tool designed to inform and educate him/her about his/her employment strengths and weaknesses.</p>
101	<p>Orientation</p> <p>An individual attended a local office orientation informing him/her of the information and services available through the AJCC delivery system. This includes, but is not limited to, Veteran Orientation, WIOA Orientation, and Local Office Orientation.</p>
102	<p>Initial Assessment</p> <p>AJCC staff conducted an initial assessment of a participant's skill level, aptitude, abilities, interests, and supportive service needs.</p>
103	<p>Provision of Information on Training Providers/Performance Outcomes</p> <p>AJCC staff provided an individual with readily available information on training providers that did not require staff's assessment of the individual's skills, education, or career objectives.</p>
105	<p>Job Finding Club</p> <p>A participant attended an organized activity that provided instructions on résumé writing, application preparation, interviewing skills, and/or job lead development, and included a period of structured application where participants attempted to secure employment.</p>
106	<p>Follow-Up Services after Employment (prior to exit)</p> <p>This activity applies to a participant who was placed into unsubsidized employment, but has not soft exited the program. This code includes, but is not limited to the following:</p> <ol style="list-style-type: none"> 1. Contacting the participant and/or his/her employer on a regular or intermittent basis to offer assistance with work-related issues. 2. Peer support groups. 3. AJCC staff phone call or letter offering to visit employee and/or employer following job placement. 4. Enrollment in training to secure a better-paying job; comprehensive guidance, counseling, or referral, including for alcohol and drug abuse. <p>For Youth participants, this also includes leadership development, and tracking the Youth's employment progress post training.</p>

Participant Activity Codes

107	<p>Provision of Labor Market Research</p> <p>AJCC staff provided a participant with readily available information on labor market information that did not require staff assessment of the participant's skills, education, or career objectives. Examples include: state and local labor market conditions; industries, occupations and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short and long-term industry and occupational projections; worker supply and demand; and job vacancies survey results. This service may also include local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high-growth and high-demand industries.</p>
108	<p>Referred to WIOA Services (not training)</p> <p>A participant was referred to Individualized Career Services funded under WIOA Title I.</p>
109	<p>Referred to Community Resource</p> <p>AJCC staff—via phone call, email, or other means of direct contact—initiated a referral to a community resource on behalf of a participant. For Wagner-Peyser, this code may also be used when referring a participant to a supportive service.</p>
110	<p>Attended Rapid Response</p> <p>A participant took part in Rapid Response activities subsequent to his/her program participation.</p>
112	<p>Job Fair</p> <p>AJCC staff provided a participant with information regarding an upcoming job fair (e.g., physical address, date, and time) to assist the participant in locating employment opportunities. This activity code can also be used if a participant attended a job fair.</p>
114	<p>Job Referral: Federal Contractor Job Listing (FCJL)</p> <p>A special disabled, campaign, or recently separated veteran participant was referred to a job opening listed by an employer as a Federal contractor.</p>
115	<p>Résumé Preparation Assistance</p> <p>An AJCC staff provided one-on-one instruction on résumé and cover letter format, and assistance in the development of one or both. AJCC staff assisting a participant by inputting a participant's résumé into CalJOBS does not constitute as Résumé Preparation Assistance.</p>

Participant Activity Codes

117	<p>UI General Information</p> <p>An individual filed or re-opened an online Unemployment Insurance claim, certified for benefits, or contacted the Unemployment Insurance Branch using a smartphone, tablet, or other electronic device at an AJCC, a partnering agency, or other physical location. The individual required minimal or no AJCC staff assistance.</p>
118	<p>UI Claims Assistance</p> <p>A participant who requests, or a claimant that is identified as having barriers, such as limited English proficiency or disabilities, received meaningful assistance in filing a UI claim from a knowledgeable AJCC staff who is trained in how to file an UI claim; verify UI certification, benefits, claim status; or make appointments. If the assistance is provided remotely using technology, it must be technology that enables trained staff to provide the assistance (e.g., live Web chat, video conference applications, and other one-on-one means).</p>
119	<p>Financial Aid Assistance</p> <p>A participant received meaningful assistance from knowledgeable AJCC staff in exploring and/or establishing eligibility for financial aid assistance for training and education programs not covered under WIOA.</p>
120	<p>Use of AJCC Resource Room</p> <p>An individual used the services and/or equipment in the AJCC resource room. This definition also includes a staff member providing an individual with information or instruction on how to access the resource room's tools and equipment.</p>
121	<p>Job Referral: Job Outside CalJOBS (non-Federal)</p> <p>AJCC staff referred a participant to a job opening that was neither listed in CalJOBS, nor by a federal department or agency.</p>
122	<p>Job Referral: Federal</p> <p>AJCC 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 a federal contractor.</p>

Participant Activity Codes

123	<p>Job Development Contacts</p> <p>AJCC staff assisted a participant by working with both the employer and participant. Activities include, but are not limited to: securing the participant a job interview (either in-person, telephone, email, or U.S. Mail inquiry) for a job opening not currently listed on file; or contacting a union or employer on behalf of a particular participant. Referrals to governmental and/or local public agencies for a currently advertised job listing (all sources) are not considered a valid Job Development Contact. Job Development Contacts through U. S. Mail inquiries must include a cover letter introducing the client(s) and explaining the enclosed application(s)' purpose.</p>
124	<p>Received Bonding Assistance</p> <p>AJCC staff designated to provide bonding services, verified participant and employer bonding eligibility and completed the required steps to provide an at-risk, or hard-to-place participant with a fidelity bond. These steps include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Confirming the participant's CalJOBS registration is complete 2. Verifying participant has a firm job offer and the legal right-to-work 3. Completing EDD's Fidelity Bonding Certification Request 4. Completing EDD's Fidelity Bonding Employer Confirmation Letter 5. Submitting bonding requests to the Workforce Services Division's Bonding Coordinator
125	<p>Job Search and Placement Assistance</p> <p>AJCC staff provided a participant job search and placement assistance and, in appropriate cases, career counseling, including the provision of information on in-demand industry sectors and occupations, and nontraditional employment.</p>
126	<p>Tax Credit Eligibility Determination (includes WOTC)</p> <p>AJCC staff determined if a participant qualified as a member of the Work Opportunity Tax Credit (WOTC) target group and, if so, assisted the participant in completing the applicable forms, including, but not limited to, IRS 8850 (Pre-screening Notice and Certification Request), RTA 9061 (Individual Characteristics Form), and ETA 9154 (Youth Self-Attestation Form).</p>
130	<p>Proficiency Testing</p> <p>AJCC staff tested a participant's ability to read, write and speak in English, and to compute and solve problems at the proficiency level necessary to function on the job, within the participant's family, and in society.</p>

Participant Activity Codes

131	Testing as Requested by Employer AJCC staff conducted employer-required participant testing.
132	Résumé Writing Workshop AJCC staff provided a résumé writing workshop to two or more participants in need of résumé writing assistance and/or cover letter format, and assistance in the development of one or both. This definition does not include Résumé Preparation Assistance (115).
133	Job Search Workshop AJCC staff provided a job search workshop to two or more participants instructing them on résumé writing, application preparation, interview skills, and job lead development. This definition does not include Job Finding Club (105), Résumé Preparation Assistance (115), Résumé Writing Workshop (132), and Workshop (134), or UI-mandated events (147, 149 or 194).
134	Workshop AJCC staff provided two or more participants instruction relative to employment. This definition does not include Job Finding Club (105), Résumé Preparation Assistance (115), Résumé Writing Workshop (132), Job Search Workshop (133), or UI-mandated events (147, 149 or 194).
140	Referred to Other Federal/State Assistance A participant was referred to other Federal/State Assistance, which may include, but is not limited to, Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support, and any other federal or state assistance programs.
147	Personalized Job Search Assistance Workshop (PJSA) An Unemployment Insurance claimant(s) attended a Personalized Job Search Assistance (PJSA) session. PJSA activities include, but are not limited to, entering a résumé in CalJOBS, inquiring about the claimant's search for work, confirming the claimant has the legal right to work, providing information on AJCC services, assisting with job search via CalJOBS or other methods, providing specific labor market information, and referring to other AJCC services as appropriate.

Participant Activity Codes

149	Initial Assistance Workshop (IAW) An Unemployment Insurance claimant(s) attended an Initial Assistance Workshop (IAW) covering at minimum, profiling and UI eligibility information; labor market information; employment resources; UI benefit maintenance while in training; principal training resources, including community college and adult school; completion and approval of a re-employment plan; and referral to subsequent services.
160	Referred to JVSG Services: SBE AJCC staff referred a participant to Jobs for Veterans' State Grants (JVSG) services due to identification that the participant has significant barriers to employment.
161	Referred to JVSG Services: TSM AJCC staff referred a participant to Jobs for Veterans' State Grants (JVSG) services due to identification that the participant being identified as a Transitioning Service Member (TSM) is in need of individualized career services.
162	Referred to JVSG Services: Medical or Caregiver AJCC staff referred a participant to Jobs for Veterans' State Grants (JVSG) services due to identification that the participant is wounded, ill, or injured located in a military treatment facility. This activity code can also be used for the caregiver of a veteran that is wounded, ill or injured.
164	Referred to VA Services: 9/11 GI Bill AJCC staff referred a participant to Veterans Affairs (VA) services for Post-9/11 GI Bill benefits.
165	Referred to VA Services: Montgomery Bill AJCC staff referred a participant to Veterans Affairs (VA) services for Montgomery GI Bill benefits.
166	Referred to VA Services: GI Bill and Montgomery Bill AJCC staff referred a participant to Veterans Affairs (VA) services for both the Post-9/11 GI Bill and to the Montgomery GI Bill benefits.

Participant Activity Codes

167	<p>Referred to VA Services: Other</p> <p>AJCC staff referred a participant to Veterans Affairs (VA) services for services other than Post-9/11 GI Bill or Montgomery GI Bill benefits. Services may include referrals for PTSD, TBI treatment and substance abuse assistance.</p>
179	<p>Job Referral: Outside Web-Link</p> <p>A participant obtained a job referral for employment through a CalJOBS' auto-spidering link.</p>
180	<p>Supportive Service: Child/Dependent Care</p> <p>A participant received assistance with child care or dependent care that enabled him or her to participate in authorized job training or job search activities.</p>
181	<p>Supportive Service: Transportation Assistance</p> <p>A participant received assistance with transportation that enabled him or her to participate in authorized job training or job search activities.</p>
182	<p>Supportive Service: Medical</p> <p>A participant received assistance with medical services that enabled him or her to participate in authorized job training or job search activities.</p>
183	<p>Supportive Service: Incentives/Bonuses</p> <p>A participant received an incentive or bonus that enabled him or her to participate in authorized job training or job search activities.</p> <p>This definition does not include Needs-Related Payments (326).</p>
184	<p>Supportive Service: Temporary Shelter</p> <p>A participant received assistance with temporary shelter that enabled him or her to participate in authorized job training or job search activities.</p>

Participant Activity Codes

185	<p>Supportive Service: Other</p> <p>A participant received assistance that was necessary to enable the individual to participate in WIOA activities. This activity code should only be used if no other Supportive Service codes apply.</p> <p>This activity code requires staff to document the type of service provided in a case note.</p>
186	<p>Supportive Service: Seminar/Workshop Allowance</p> <p>A participant received an allowance to attend an employment-related seminar or workshop.</p>
187	<p>Supportive Service: Job Search Allowance</p> <p>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, gas money, and parking costs.</p>
188	<p>Supportive Service: Tools/Clothing</p> <p>A participant received assistance with employment-related attire or tools for the purpose of obtaining employment.</p>
189	<p>Supportive Service: Housing Assistance</p> <p>AJCC staff provided and/or arranged for a participant to receive housing assistance after being placed in unsubsidized employment, education, or training. This service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
190	<p>Supportive Service: Utilities</p> <p>AJCC staff provided and/or arranged for a participant to receive assistance with his/her utilities after being placed in unsubsidized employment, education, or training. This service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
191	<p>Supportive Service: Educational Testing</p> <p>A participant received financial assistance to take a high school equivalency test, or an exam for an occupation certification or credential for the purpose of obtaining employment.</p>

Participant Activity Codes

194	<p>Reemployment Services and Eligibility Assessment (RESEA)</p> <p>An Unemployment Insurance claimant attended a Reemployment Services and Eligibility Assessment (RESEA) workshop, and received services which may include, but are not limited to, UI eligibility assessment, orientation of AJCC services, provision of labor market information, registration in CalJOBS, development of a reemployment plan, and referral to other AJCC services.</p>
195	<p>RESEA Subsequent Service</p> <p>AJCC staff provided an Unemployment Insurance claimant with a mandatory Reemployment Services and Eligibility Assessment (RESEA) Subsequent Service. The participant must have already completed the initial RESEA.</p> <p>This activity code must be used in conjunction with an approved RESEA subsequent service code, as listed in the most recent RESEA Internal Administrative Notice (IAN).</p>
200	<p>Individual Counseling</p> <p>AJCC staff, in a one-on-one setting, provided a participant counseling and vocational guidance to assist the participant in achieving employment goals, and to make decisions regarding employment and/or training opportunities.</p>
201	<p>Group Counseling</p> <p>AJCC staff, in a group setting, provided a participant counseling and vocational guidance to assist the participant in achieving employment goals, and to make decisions regarding employment and/or training opportunities.</p>
202	<p>Career Guidance/Planning</p> <p>AJCC staff provided a participant information, materials, suggestions, and/or advice to help a participant make occupational or career decisions.</p>
203	<p>Objective Assessment</p> <p>AJCC staff conducted a comprehensive, specialized assessment of skill levels and service needs of a participant. The assessment may include diagnostic testing or other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.</p>

Participant Activity Codes

204	<p>Interest and Aptitude Testing</p> <p>AJCC staff tested a participant's aptitude to determine whether the participant has the necessary skills and qualifications to achieve his or her employment goals, or successfully participate in a selected program of training services.</p>
205	<p>Development of IEP/ISS/EDP</p> <p>AJCC staff and a participant jointly developed an ongoing strategy to identify the participant's employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to be able to achieve his/her employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.</p>
206	<p>Referred to Registered Apprenticeship Program</p> <p>AJCC staff referred a participant to an apprenticeship program approved and recorded by the U.S. Department of Labor's Employment and Training Administration, Bureau of Apprenticeship Training, or a California state-recognized apprenticeship agency or council, such as the California Department of Industrial Relations, Division of Apprenticeship Standards.</p>
207	<p>Referred to Job Corps</p> <p>AJCC staff referred a participant to the WIOA Title IC Job Corps program.</p>
208	<p>Referred to Other Federal Training (non-WIOA Title IB)</p> <p>Staff referred a participant to a training program supported by the federal government, such as TAA, Adult Education or Vocational Rehabilitation.</p> <p>This definition does not include referrals to Job Corps (207), or WIOA Title IB funded training (211).</p>
209	<p>Referred to State and Local Training (non-WIOA)</p> <p>Staff referred a participant to a training program funded with monies from state and/or local agencies.</p> <p>This definition does not include referrals to WIOA Title IB funded training (211).</p>

Participant Activity Codes

210	<p>Referred to Educational Services (non-Federal/State/Local)</p> <p>AJCC staff referred a participant to a service provider funded with monies other than federal, state or local agencies monies, to receive educational services leading to the completion of the participant's educational goals. These services include, but are not limited to, tutoring, study skills training, and instruction.</p>
211	<p>Referred to WIOA Title IB Training</p> <p>AJCC staff referred a participant to a training program funded under WIOA Title IB.</p> <p>This definition does not include Referred to Registered Apprenticeship Program (206).</p>
213	<p>Mentorship</p> <p>AJCC staff referred a participant to a mentoring program. The participant was paired with a mentor experienced in one or more areas that would benefit the participant. The mentor shared their knowledge, wisdom, and experience with the participant, and facilitated learning through instructing, coaching, sharing experiences, modeling and advising. The mentorship could include a contract for learning and should last for a specified period of time.</p>
214	<p>Adult Literacy, Basic Skills or GED Preparation</p> <p>AJCC staff referred a participant to a course of basic academic instruction and/or basic education services below the post-secondary level to increase the participant's ability to read, write and speak in English, and perform mathematics or other necessary activities to obtain a secondary school diploma or its recognized equivalent; and, to transition to post-secondary education and training.</p>
215	<p>Short-Term Prevocational Services</p> <p>A participant is receiving short-term, prevocational services, including the development of learning, communication, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare the participant for unsubsidized employment or training.</p>
216	<p>Out-of-Area Job Search Assistance</p> <p>AJCC staff assisted a participant with an out-of-area job search. The assistance was deemed appropriate based upon the participant's assessment, and/or the participant's individual employment plan.</p>

Participant Activity Codes

217	<p>Supportive Service: Relocation Assistance</p> <p>AJCC staff provided financial assistance to relocate in order to accept employment, as provided by local policy.</p>
218	<p>Internship</p> <p>AJCC staff referred a participant to an internship opportunity. The internship was deemed appropriate based upon the participant's assessment, and/or the participant's individual employment plan.</p>
219	<p>Work Experience</p> <p>A participant took part in a planned, structured learning experience that took place in a private, for-profit, nonprofit, or public sector workplace for a limited time period. Work experience may be paid or unpaid, as appropriate.</p>
221	<p>Financial Literacy Education</p> <p>A participant received financial literacy services that support the ability to do the following:</p> <ol style="list-style-type: none"> 1. Create household budgets, initiate savings plans, and make informed financial decisions about education, retirements, home ownership, wealth building, or other savings goals. 2. Manage spending, credit, and debt, including credit card debt, effectively. 3. Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy (and how to correct inaccuracies in the reports and scores), and their effect on credit terms. 4. The ability to understand, evaluate, and compare financial products, services, and opportunities. 5. Address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.
222	<p>English as Second Language (ESL) Services</p> <p>A participant received English as a second language service or training. ESL services are those services provided to a participant whose primary language is not English. ESL services are designed to increase the English language proficiency of the participant so they can attain training and/or employment success.</p>

Participant Activity Codes

224	<p>Pre-Apprenticeship Training</p> <p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s).</p> <p>This activity code requires staff to provide justification in CalJOBS under case notes.</p>
225	<p>Enrolled in Post-Secondary Education</p> <p>A participant possessing a high school diploma, or a GED, enrolled in a post-secondary program that provided the skills, education and/or training for an in-demand occupation or industry, and grants recognized credentials or degrees.</p>
226	<p>Reading and/or Math Testing</p> <p>AJCC staff tested a participant's reading and math skill levels and competencies.</p>
230	<p>Case Management (TAA)</p> <p>EDD staff provided services by (a) preparing and coordinating a comprehensive employment plan, such as service strategy to ensure a participant's access to necessary TAA activities and supportive services, using computer-based technologies whenever feasible; and (b) providing job and career planning during program participation and after job placement.</p> <p>This activity code is only available to the TAA program.</p>
231	<p>Waiver: Recall</p> <p>The <i>Trade Assistance Act</i> (TAA) requires participants to be enrolled in, or have completed an approved training course in order to receive Trade Readjustment Assistance (TRA) allowances (i.e., additional UI benefits under TAA). This requirement may be waived if the participant has been notified that he/she will be recalled by the employer from which the separation occurred.</p>
232	<p>Waiver: Marketable Skills</p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived if the participant has marketable skills for suitable employment, and there is a reasonable expectation of employment of equivalent wages in the foreseeable future.</p>

Participant Activity Codes

233	<p>Waiver: Retirement</p> <p>The TAA requires a participant to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived if a participant has met all requirements for entitlement to either (a) old-age insurance benefits under Title II of the <i>Social Security Act</i> within two years; (b) was certified prior to January 1, 2011; and (c) does not want to be re-trained.</p>
234	<p>Waiver: Poor Health</p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived if the participant is unable to participate in training due the participant's health.</p>
235	<p>Waiver: Delay for Training</p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived if the first available enrollment date for approved training is within 60 days after the date of the waiver's determination, or, if later, there are extenuating circumstances for the delay in enrollment.</p>
236	<p>Waiver: Training Not Available</p> <p>The TAA requires participants to be enrolled in, or have completed an approved training course in order to receive TRA allowances (i.e., additional UI benefits under TAA). This requirement may be waived if training is not reasonably available to the worker from either governmental agencies or private sources, and no training that is suitable for the participant is available at a reasonable cost, or not enough training funds are available.</p>
237	<p>Approved Out-of-Area Job Search Allowance (TAA)</p> <p>An adversely affected dislocated worker has received a Job Search Allowance in obtaining employment in areas outside his/her normal labor market.</p>

Participant Activity Codes

280	<p>Wage Subsidy (TAA)</p> <p>Established as an alternative assistance program for older workers certified eligible to apply to under the TAA. Workers in an eligible group who are at least 50 years of age, and who obtain different, full-time employment within 26 weeks of separation from adversely affected employment, at wages less than those earned in adversely-affected employment, may receive up to half the difference between the old wage and the new wage. The new wage subsidy may be paid up to a maximum of \$10,000 during a two-year eligibility period. To be eligible for the TAA program, workers may not earn less than \$50,000 per year in the new employment.</p>
300	<p>Occupational Skills Training (Approved ETPL Provider)</p> <p>The participant enrolled in a State Board-approved ETPL training program designed to provide the technical skills necessary to perform a specific job or group of jobs.</p>
301	<p>On-the-Job Training</p> <p>A participant took part in paid training while engaged in productive work in a job. The training (a) provided knowledge or skills essential to the full and adequate performance of the job; and (b) provided reimbursement to the employer for up to 50% of the participant's wage rate for extraordinary costs of providing the training and additional supervision related to the training; and (c) was limited in duration appropriate to the occupation for which the participant was being trained, taking into account the training's content, the participant's prior work experience, and the participant's service strategy, as appropriate.</p>
302	<p>Entrepreneurial Training</p> <p>A participant attended entrepreneurial skills training that included, but was not limited to, the elements of starting and operating a small business, business plan development, securing financing, general business law concepts, employee management, and understanding marketing concepts.</p>
303	<p>Distance Learning (TAA)</p> <p>The participant is enrolled in TAA Technology-Based Learning (TBL) (i.e., an e-learning program or course of study where instruction is delivered via electronic technology, including the internet, intranet sites, satellite broadcasts, audio and video conferencing, internet bulletin boards, chat rooms, webcasts, and sometimes in concert with face-to-face instruction, aka, "blended learning").</p>

Participant Activity Codes

304	<p>Customized Training</p> <p>A participant enrolled in an employer's customized training program. The training was designed to meet the specific requirements of an employer (or a group of employers); was conducted with a commitment by the employer to employ the participant upon successful completion of the training; and for which the employer paid a significant portion of the cost of training, as determined by the Local Board in accordance with WIOA.</p> <p>Customized training may be provided when the following criteria are met:</p> <ol style="list-style-type: none"> 1. The participant is not earning a self-sufficient wage as determined by Local Board policy. 2. The above paragraph's requirements are met. 3. The customized training relates to on-the-job training contracts for employed workers, or other appropriate purposes identified by the Local Board.
305	<p>Skills Upgrading and Retraining</p> <p>A participant was provided training to upgrade his/her skills, and/or to retrain.</p>
306	<p>WIOA Prerequisite Trainings</p> <p>A participant enrolled in the required prerequisite training/coursework prior to entry into an institution's approved training program.</p>
311	<p>Placed in Job Corps</p> <p>AJCC staff verified that a participant enrolled in a WIOA Title IC Job Corps program.</p>
312	<p>Placed in Federal Training (includes TAA and WIOA)</p> <p>AJCC verified that a participant enrolled in a federal government supported training program, such as a WIOA-funded project or TAA program designed to provide the technical skills necessary to perform a specific job or group of jobs.</p> <p>This definition does not include Job Corps (311), or placement or apprenticeship (325).</p>
313	<p>Placed in State and Local Trainings (non-TAA, non-WIOA)</p> <p>AJCC staff verified that a participant entered a state and/or local agency-funded training program. In this instance, staff should select the activity code's co-enrolled training code option.</p> <p>This definition does not include Job Corps (311), or Placed in Federal Training (312).</p>

Participant Activity Codes

320	<p>Private Sector Training</p> <p>A participant enrolled in a private sector, non-WIOA training program.</p>
321	<p>Transitional Job</p> <p>The participant has barriers to employment, is chronically unemployed, or has an inconsistent work history, and has been placed by the AJCC in subsidized, time-limited work within the public, private, or nonprofit sector. The participant must concurrently receive comprehensive employment and supportive services. Transitional jobs are designed to assist participants with establishing a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.</p>
322	<p>Job Readiness Training</p> <p>A participant received training regarding the skills necessary to be successful in the workplace. The training provided the participant with specific occupational competencies needed to perform specific tasks on the job. These competencies include, but are not limited to, how to communicate in an office environment, how to function as part of a team, and how to work in a deadline-driven workplace.</p> <p>This code must be applied in conjunction with one of the following codes:</p> <ol style="list-style-type: none"> 1. Occupational skills training, including training for nontraditional employment (300). 2. On-the-job training (301). Incumbent worker training; programs that combine workplace training with related instruction, which may include cooperative education programs (321). 3. Private sector operated training programs (320). 4. Skill upgrading and re-training (305). Entrepreneurial training (302). 5. Transitional jobs (321). 6. Job readiness training provided in combination with services described in numbers 1 through 5 (322).
323	<p>Workplace Training & Cooperative Education</p> <p>A participant attended a training program that combined workplace training with related instruction. This definition includes cooperative education programs.</p>

Participant Activity Codes

324	<p>Adult Education with Training Services</p> <p>A participant, in consultation with an employment counselor, enrolled in Adult Education that incorporates an Occupational Skills Training program selected from the Eligible Training Provider List (ETPL) that confers industry-valued skills in priority industry sectors, and is paid for with a pre-approved Individual Training Account.</p> <p>The participant must also be enrolled in one of the following activities: 300, 301, 302, 305, 306, 320, 323, 325, 330, 346, or 416.</p>
325	<p>Apprenticeship Training</p> <p>A participant enrolled into a Registered Apprenticeship Program listed on the State of California’s Eligible Training Provider List (ETPL).</p>
326	<p>Supportive Service: Needs-Related Payments (Training)</p> <p>An unemployed Adult or Dislocated Worker participant received a needs-related payment(s) for the purpose of enabling him/her to participate in training. Unlike other supportive services, in order to qualify for needs-related payments, a participant must be enrolled in training. The participant must also be unemployed, not qualified or ceased to qualify for unemployment compensation, and be enrolled in a training services under WIOA.</p>
327	<p>Supportive Service: Training Allowance</p> <p>The participant received an approved training allowance required in conjunction with his/her original training or education. For example, a participant with a nursing degree received a training allowance for CPR training.</p>
328	<p>Occupational Skills Training (non ETPL provider, non-formula)</p> <p>A participant attended training designed to provide the technical skills necessary to perform a specific job or group of jobs. The training provider was not on the statewide Eligible Training Provider List (ETPL).</p> <p>This code cannot be used for formula ITAs.</p>
330	<p>Local Board Determination Training</p> <p>A participant enrolled in a training program that can bypass the ETPL upon the determination of the Local Workforce Development Board (LWDB) for reasons, such as higher education, lack of providers, barriers to employment, etc. This activity code requires staff to provide justification in CalJOBS under case notes.</p>

Participant Activity Codes

331	Approved Travel in Training (TAA) A participant was provided an approved travel allowance due to his/her TAA training being outside a normal commute area. The definition of a normal commute is 25 miles or one hour, each way.
332	Approved Subsistence in Training (TAA) A participant was provided a subsistence allowance while in training because he/she must live away from home to attend TAA-approved training.
333	Approved Remedial Training for those with GED/HS Diploma (TAA) A participant was provided prevocational training in elementary skills that are required of every worker in order to be employed.
335	Approved Occupation Skills Training – Approved by other State (TAA) The participant is an Agent/Liable client in TAA-approved training. Agent State – the state in which the participant will be attending training pays for the training. Liable State – where the petition is certified and weekly UI/TRA benefits are paid. That is, an out-of-state (non-California) TAA client can attend occupational training in California, and his/her training is paid by California's TAA program.
339	Approved GED Training (TAA) A participant obtained a certificate of High School Equivalency prior to entering vocational/occupational training.
341	Approved Remedial Training for those with GED/HS Diploma – Approved by other State (TAA) Agent State – the state in which the participant will be attending training pays for the training. Liable State – where the petition is certified and weekly UI/TRA benefits are paid. That is, an out-of-state (non-California) TAA client can attend remedial training in California, with his/her training being paid by California's TAA program.
342	Approved Prerequisite Training (TAA) A participant completed prerequisite coursework required by the training institution before entry into one of the institution's approved training programs.

Participant Activity Codes

346	<p>Out-of-State Training Provider other ETPL (Requires Case Note to indicate other State's ETPL)</p> <p>A participant was enrolled with a provider headquartered outside of California, and who does not have an in-state training facility. Provider must be listed on another state's ETPL. This activity code requires staff to provide justification in CalJOBS under case notes.</p>
400	<p>Youth Summer Employment</p> <p>A Youth participant participated in a summer worksite learning experience which provided direct linkages between academic and occupational learning.</p>
401	<p>Pre-Employment Training/Work Maturity</p> <p>A Youth participated in leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors as appropriate.</p>
406	<p>Tutoring, Study Skills Training & Instruction</p> <p>A Youth participant received tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies to complete secondary school diploma requirements; or its recognized equivalent (including a recognized certificate of attendance or similar document with individuals with disabilities); or for a recognized post-secondary credential.</p>
407	<p>Financial Literacy Education</p> <p>A Youth participant completed Financial Literacy coursework that encompassed the following: budgeting, savings, how to make informed financial decisions about education, retirement, home ownership, wealth building, and/or other savings goals; managing spending, credit, and debt, including credit card debt, as well as obtaining credit, credit terms, credit reports, credit report significance, and how to correct credit report inaccuracies; and the ability to understand, evaluate, and compare financial products, services, and opportunities. For non-English speaking youth, support activities addressed the particular financial literacy needs of non-English speaking Youth, which included providing support via the development and distribution of multilingual financial literacy and education materials.</p>
408	<p>Youth Internship (Unpaid)</p> <p>A Youth participated in an unpaid internship in the private, for-profit, nonprofit, or public sector.</p>

Participant Activity Codes

409	<p>Youth Job Shadowing</p> <p>A Youth participated in a job-shadowing experience in the private, for-profit, nonprofit, or public sector.</p>
410	<p>Leadership Development Services</p> <p>A Youth participated in leadership development opportunities that encourages leadership development that may include community service and peer mentoring and tutoring; foster responsibility and other positive social and civic behaviors; organizational and team work training; decision-making training, as appropriate; citizenship training, including life skills training such as parenting and work behavior training; civic engagement activities that promote the quality of life in a community; and other leadership roles that place Youth in leadership roles.</p>
411	<p>Adult Mentoring</p> <p>Adult mentoring is a formal, in-person, relationship between a Youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support and encouragement to develop the confidence of the mentee. The activity must last for a period of at least 12 months, and must be with an adult mentor other than the assigned case manager. Adult mentoring may include workplace mentoring where the local program matches a Youth participant with an employer or employee who acts as a mentor.</p>
412	<p>Objective Assessment</p> <p>AJCC staff conducted an objective assessment of the Youth participant's academic levels, skill levels, and service needs, which included an assessment of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive services, and developmental needs for the purpose of identifying appropriate services and career pathways.</p>
413	<p>Develop Service Strategies (IEP/ISS/EDP)</p> <p>AJCC staff developed individual strategies for the Youth participant that are directly linked to one or more performance indicator, and that identified career pathways that included education and employment goals, including, when appropriate, nontraditional employment, appropriate achievement objectives, and appropriate services that took into account the Youth's Objective Assessment.</p>

Participant Activity Codes

414	<p>Basic Skills Training</p> <p>A Youth participant whose English, writing, and/or computing skill level was at or below the eighth grade level received basic skills training that included reading, writing, mathematic, problem solving, and interpersonal skills training that enabled the Youth to communicate in English, use math, obtain a high school diploma or GED (if applicable), to become eligible for post-secondary education or training, and to develop into a productive, employable citizen.</p>
415	<p>Enrolled in Alternative Secondary Education</p> <p>A Youth participant was enrolled during participation in an Alternative Education program (i.e., a separate program within a K - 12 public or charter school that was established to serve and provide a Youth, whose needs are not being met in a traditional school setting, an educational alternative).</p>
416	<p>Occupational Skills Training (Approved ETPL Provider)</p> <p>An out-of-school Youth participant aged 18-to-24, who was enrolled in occupational skills training, which included priority consideration for training programs that led to recognized post-secondary credentials, and that aligned with an in-demand industry sector(s) or occupations in the Youth's local area. Provider must be on the statewide Eligible Training Provider List (ETPL).</p>
417	<p>Comprehensive Guidance and Counseling</p> <p>A Youth participant was provided activities leading to secondary school diploma attainment, or its equivalent; preparation for post-secondary and training opportunities; strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials; preparation for unsubsidized employment opportunities; and effective connections to employers, including small employers, in in-demand industry sectors and occupations within the Youth's local and regional labor markets. This definition also includes, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs as appropriate. If referring a Youth to necessary counseling that cannot be provided by the local Youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.</p>

Participant Activity Codes

418	<p>Adult Education (GED)</p> <p>A Youth participant not enrolled prior to participation enrolled in a high school equivalency diploma program to qualify for one of the three U.S. Department of Education, Office of Post-Secondary Education's recognized high school equivalency certificate programs, namely the (1) General Educational Development (GED) Test, provided by the GED Testing Service; (2) the High School Equivalency Test (HiSET), provided by Educational Testing Services; or (3) the Test Assessing Secondary Completion (TASC), provided by CRB/McGraw-Hill.</p>
419	<p>Incentive Payment</p> <p>At the discretion of the local board, a Youth participant received an incentive payment based on an incentive contract between a Youth and the board in recognition of the Youth meeting or exceeding pre-determined, documented occupational or academic benchmarks within a specific given time period. Such an incentive differs from a supportive service, as a supportive service may only be made when deemed necessary for a Youth to participate in program activities.</p>
421	<p>Enrolled Post-Secondary Education</p> <p>A Youth participant possessing a high school or a GED diploma enrolled in a post-secondary program that provided the skills, education and/or training for an in-demand occupation or industry, and grants recognized credentials or degrees.</p>
424	<p>Entrepreneurial Skills Training</p> <p>A Youth enrolled in Entrepreneurial training that included the planning, starting and operating of a small business. Training included, but was not limited to, the entrepreneurial-associated skills of initiative, self-direction, calculated risk taking, adaptability, seeking out and identifying business opportunities and innovative solutions; risk assessment, budget development; resource forecasting; the ability to analyze capital acquisition options and their corresponding trade-offs; and how to effectively market oneself and one's ideas.</p>

Participant Activity Codes

425	<p>Work Experience (Paid)</p> <p>A Youth participant took part in a paid, planned, structured learning experience that took place in a private, for-profit, nonprofit or public sector workplace for a limited period of time. The experience included such elements as employability skills instruction or generic workplace skills; exposure to various aspects of an industry; progressively more complex tasks; the integration of basic academic skills into work activities, work adjustment, and other transition activities; entrepreneurship; and service learning.</p> <p>This definition does not include unpaid work experience (426), unpaid internships (408), paid internships (427), job shadowing (409), or on-the-job training (428).</p>
426	<p>Work Experience (Unpaid)</p> <p>A Youth participant took part in a paid, planned, structured learning experience that took place in a private, for-profit, nonprofit or public sector workplace for a limited period of time. The experience included such elements as employability skills instruction or generic workplace skills; exposure to various aspects of an industry; progressively more complex tasks; the integration of basic academic skills into work activities, work adjustment, and other transition activities; entrepreneurship; and service learning.</p> <p>This definition does not include paid work experience (425), unpaid internships (408), paid internships (427), job shadowing (409), or on-the-job training (428).</p>
427	<p>Internship (Paid)</p> <p>A Youth participant took part in a paid internship in the private, for-profit, nonprofit, or public sector workplace for a limited time period.</p>
428	<p>Youth On-the-Job Training</p> <p>A Youth participant took part in an on-the-job training experience in the private, for-profit, nonprofit, or public sector workplace for a limited time period.</p>
429	<p>Enrolled in Secondary School</p> <p>A Youth participant enrolled in high school, or any other organized program of study. This definition applies to Youth who are already enrolled in education at the time of program participation, or became enrolled in education at any point during program participation.</p> <p>This definition does not apply to Alternative Secondary Education (415), or Adult Education (418).</p>

Participant Activity Codes

430	<p>Youth Occupational Skills Training (Statewide Youth Provider List)</p> <p>A Youth participant attended training designed to provide the technical skills necessary to perform a specific job or group of jobs. The training provider was on the Statewide Youth Provider List.</p>
431	<p>Enrolled in Pre-Apprenticeship Training</p> <p>A Youth participant enrolled in a program or participated in a set of strategies designed to prepare Youth to enter and succeed in a registered apprenticeship program that has a documented partnership with at least one, if not more, registered apprenticeship program(s).</p>
432	<p>Enrolled in Apprenticeship Training</p> <p>A Youth participant enrolled in a combination of on-the-job-training and related instruction in which the Youth learned the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. DOL's role is to safeguard the welfare of apprentices, ensure quality of access to apprenticeship programs, and provide integrated employment and training information, and the local employment and training community.</p>
433	<p>Career Awareness</p> <p>A Youth participant engaged in activities designed to help students understand the role of work, one's own uniqueness, and basic information about different occupations.</p>
434	<p>Career Exploration</p> <p>A Youth participant learned about targeted industry clusters through a variety of experiences, including online career guidance programs, labor market information data, field visits to business/industry, pre-apprenticeship training, and assessments that provided a connection between further training/education and long-term career advancement, and allowed for making informed career pathway decisions.</p>
435	<p>Career Counseling/Planning</p> <p>A Youth participant received information and assistance in identifying career options and/or pathways, and/or mapping a career area of specific interest (e.g., engineering), with the knowledge, skills, financial aid literacy, and education or training required to facilitate comprehensive career decision-making and planning that integrate the Youth participant's personal, social and career goals).</p>

Participant Activity Codes

436	Post-Secondary Transition Services A Youth participant received services that helped him/her to prepare for and transition to post-secondary education and training.
480	Supportive Service: Child/Dependent Care A Youth participant received assistance with child care or dependent care that enabled him/her to participate in activities authorized under WIOA Title IB.
481	Supportive Service: Transportation Assistance A Youth participant received assistance with transportation that enabled him/her to participate in activities authorized under WIOA Title IB.
482	Supportive Service: Medical A Youth participant was referred to medical services that enabled him/her to participate in activities authorized under WIOA Title IB.
483	Supportive Service: Temporary Shelter A Youth participant received assistance with temporary shelter that enabled him/her to participate in activities authorized under WIOA Title IB.
484	Supportive Service: Incentives/Bonuses A Youth participant received payment for recognition and achievement directly tied to training activities and work experience. The Local Area must have written policies and procedures under which these payment may be made, and must ensure that such incentive payments are (1) tied to goals of the specific program, (2) outlined in writing before the program's commencement, and (3) aligns with the local program's required organizational policies.
485	Supportive Service: Other A Youth participant received assistance that was necessary to enable the individual to participate in WIOA activities. This activity code should only be used if no other Supportive Service codes apply. This activity code requires staff to document the type of service provided in a case note.

Participant Activity Codes

486	<p>Supportive Service: Counseling</p> <p>A Youth participant received comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling, and/or referral to services provided by partner programs. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.</p>
487	<p>Supportive Service: Tools/Clothing</p> <p>A Youth participant received assistance with employment-related attire or tools for the purpose of obtaining employment.</p>
488	<p>Supportive Service: Housing Assistance</p> <p>AJCC staff provided and/or arranged for a Youth participant to receive housing assistance after being placed in unsubsidized employment, education, or training. This service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
489	<p>Supportive Service: Utilities</p> <p>AJCC staff provided and/or arranged for a Youth participant to receive assistance with his/her utilities after being placed in unsubsidized employment, education, or training. This service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
490	<p>Supportive Service: Educational Testing</p> <p>A Youth participant received supportive services to take a high school equivalency test, or an exam for an occupation certification or credential. Supportive services can also be provided to a Youth participant with disabilities to assist with participation in certain assessments to ensure equal access and opportunity to participate in a variety of work-based learning activities.</p>
491	<p>Supportive Service: Needs-Related Payments</p> <p>An unemployed Youth participant received a needs-related payment(s) for the purpose of enabling him/her to participate in training. Unlike other supportive services, in order to qualify for needs-related payments, a participant must be enrolled in training. The participant must be unemployed, not qualified or ceased to qualify for unemployment compensation, and be enrolled in a training services under WIOA.</p>

Participant Activity Codes

492	Supportive Service: Linkages to Community Services A Youth participant received assistance with linkages to community services to provide the participant assistance with educational, employment and/or social services.
493	Supportive Service: Post-Secondary Academic Materials A Youth participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in post-secondary education classes.
500	Referred to Job: 150 Days or Greater The act of referring an active job seeker, or a group of job seekers, to an employer with a job opening that is 150 days or greater in length.
501	Referred to Job: 4-150 Days in Length The act of referring an active job seeker, or a group of job seekers, to an employer with a job opening that is 4-150 days in length.
502	Referred to Job: 3 Days or Less The act of referring an active job seeker, or a group of job seekers, to an employer with a job opening that is 3 days or less in length.
503	Negative Referral Result This code is system generated when an AJCC staff member updates a job seeker's referral profile to "Not Hired."
505	External Job Referral by Staff AJCC staff referred a participant, or a group of participants, to a job opening that is available through an outside source (not listed on CalJOBS).

Follow-Up Activity Codes

Activity Code	Activity Code Name and Definition
F01	Referral to Community Resources AJCC staff referred a participant to a community resource after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the individual to enable him/her to progress further in their occupation or retain employment.
F02	Referral to Medical Services AJCC staff referred a participant to medical services after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the individual to enable him/her to progress further in their occupation or retain employment.
F03	Tracking Progress on the Job AJCC staff tracked a participant's progress on the job, and identified which, if any, additional follow-up services the participant required to progress further in his/her occupation or retain employment.
F04	Work-Related Peer Support Group AJCC staff referred a participant to a work-related peer support group after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the individual to enable them to progress further in their occupation or retain his/her employment.
F05	Assistance Securing Better Paying Job AJCC staff provided a participant assistance in securing a job paying a higher wage.
F06	Career Development and Further Education Planning AJCC staff provided a participant additional career planning and counseling after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable him/her to progress further in his/her occupation or retain his/her employment.
F07	Assistance with 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 him/her to progress further in his/her occupation, or retain employment.

Follow-Up Activity Codes

F08	<p>Adult Mentoring</p> <p>A Youth participant received adult mentoring after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable him/her to progress further in his/her occupation, or retain employment.</p>
F09	<p>Tutoring</p> <p>AJCC staff provided or arranged for a Youth participant to receive tutoring after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
F10	<p>Leadership Development</p> <p>AJCC staff provided and/or arranged for a Youth participant to receive Leadership Development training after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the Youth participant to enable him/her to further progress in his/her occupation, or retain his/her employment.</p>
F12	<p>Supportive Service: Transportation</p> <p>AJCC staff provided and/or arranged for a participant to receive transportation assistance after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
F13	<p>Supportive Service: Purchase Work-Related Uniform/Attire</p> <p>AJCC staff provided and/or arranged for a participant to receive an allowance to purchase work-related uniforms or attire after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
F14	<p>Supportive Service: Purchase Work-Related Tools</p> <p>AJCC staff provided and/or arranged a participant to receive an allowance to purchase work-related tools after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable him/her to further progress in his/her occupation, or retain his/her employment.</p>

Follow-Up Activity Codes

F15	<p>Supportive Service: Housing Assistance</p> <p>AJCC staff provided and/or arranged for a participant to receive housing assistance after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
F16	<p>Supportive Service: Utilities</p> <p>AJCC staff provided and/or arranged for a participant to receive assistance with his/her utilities after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
F17	<p>Supportive Service: Dependent Care</p> <p>AJCC staff provided and/or arranged for a participant to receive child care or dependent care assistance after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
F18	<p>Supportive Service: Medical</p> <p>A participant received assistance with medical services after being placed in unsubsidized employment. This follow-up supportive service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p>
F19	<p>Supportive Service: Incentives/Bonus</p> <p>A participant received an incentive or bonus after being placed in unsubsidized employment, education, or training. This follow-up supportive service was provided to the participant to enable him/her to further progress in their occupation or retain employment.</p>
F21	<p>Supportive Service: Educational Testing</p> <p>A participant received financial assistance in obtaining a High School equivalency certificate, a license, or other type certificate, for the purpose of obtaining employment.</p>

Employer Activity Codes

Activity Code	Activity Code Name and Definition
E01	<p>Alien Labor Certification</p> <p>Under the H-2A program, local AJCC staff developed a hiring agreement with an employer that took into account the local AJCC site's resources, but that did not adversely affect the site's ability to adequately serve other employers. The hiring agreement may not include provisions for AJCC staff to assist the employer in pre-employment activities such as verifying prior employment or obtaining references.</p>
E02	<p>Americans with Disabilities</p> <p>AJCC staff contacted an employer that submitted a job posting that appeared to be discriminatory under the <i>Americans with Disabilities Act</i> of 1990. In contacting the employer, AJCC provided legal job posting requirements, and informed the employer that unless the job posting's specifications can be legally justified, that the employer's job posting request could not be accommodated.</p>
E03	<p>CalJOBS Assistance</p> <p>AJCC staff provided an employer with information regarding CalJOBS, or assisted an employer with registering in CalJOBS.</p>
E04	<p>Apprenticeship</p> <p>AJCC staff informed the employer of apprenticeship requirements and explained job order posting access.</p>
E05	<p>Bonding</p> <p>The designated AJCC staff person responsible for providing and/or arranging for bonding services, completed the required steps to provide an employer with a fidelity bond for an at-risk or hard-to-place participant. These steps include, but are not limited to, ensuring the employer meets all eligibility requirements, completing the EDD Fidelity Bonding Certification Request, completing the EDD Fidelity Bonding Employer Confirmation Letter, and submitting bonding requests to the Workforce Services' Division Bonding Coordinator.</p>
E06	<p>CalJOBS External Recruitment</p> <p>After determining that the CalJOBS job-seeker participant pool did not include qualified individuals for an employer's specific job opening, AJCC staff conducted recruitment efforts to locate qualified individuals. These efforts include, but are not limited to, contacting colleges, trade schools, professional organizations, and other employment and training providers who may have access to individuals with the employer's required skills and qualifications.</p>

Employer Activity Codes

E07	Disability Insurance An AJCC sponsored a Disability Insurance seminar for employers.
E08	Employer Advisory Council (EAC) AJCC staff provided an employer information regarding the Employer Advisory Council, or provided AJCC services to an employer at an Employer Advisory Council event.
E09	Employer Application Issuance At the request of an employer, AJCC staff issued the employer's work application to job seekers. Prior to agreeing to issue the employer's work application, the staff member reviewed the work application to ensure compliance with the Department of Fair Employment and Housing pre-employment guidelines.
E10	Employer Recall AJCC staff suspended an employer's access to CalJOBS after determining the employer violated Workforce Services' regulations and/or Federal, State, or local employment-related laws. Reasons for access suspension include, but are not limited to, the employer includes discriminatory specifications in the job listing; fails to adhere to federal, state, or local employment-related laws; misrepresents terms or conditions of employment; causes Workforce Services to receive substantiated formal or informal complaints from job seekers; and posts an invalid job opening, such as one due to a trade dispute.
E11	Employment Training Panel (ETP) AJCC staff assisted an employer with information regarding the Employment Training Panel's (ETP) available programs and services, including eligibility requirements, application assistance and programs specific to an employer's business. This definition does not include Training for New Employees (E40), or Training for Current Employees (E41).
E12	Employment Law An AJCC sponsored a labor law seminar for employers.
E13	Employment Taxes An AJCC sponsored a payroll tax seminar for employers.

Employer Activity Codes

E14	Enterprise Zone (EZ) Tax Credits AJCC staff identified a potentially eligible job seeker and referred him/her to the nearest Enterprise Zone-certifying agency or Enterprise Zone employer. Staff may not perform eligibility determinations, request documentation, or sign the Enterprise Tax Voucher (DOC EZ1).
E15	Exclusive Hiring Agreement AJCC staff established an agreement with an employer that requires all job seekers to apply through CalJOBS.
E16	Federal Contractor Job Listing AJCC staff assisted an employer with a federal job contractor job listing. Staff ensured that the federal contractor was properly identified, and that its special employment needs, particularly those relating to qualified veterans' hiring, were met to the fullest possible extent.
E17	Fraud Reporting After receiving a job listing from a questionable employer, AJCC staff ensured the request was genuine, and represented an actual job opportunity. Questionable employer examples include employers who require unusual pre-employment action on the job-seeker's part (e.g., a deposit for some alleged service, such as training, transportation, dues, fees, or food and lodging; employers who require monetary deposits or payments), unknown employers who request permission to interview at the AJCC; employers who ask job seekers to be sent to an address that is not a normal place of business (e.g., hotel room); unknown employers who offer to provide transportation to the job site; and employers whose address or job location is vague.
E18	High Density Unemployment Area Resident AJCC staff assisted an employer in hiring a high-density unemployment area resident.
E19	Internship AJCC staff entered an internship into CalJOBS for an employer, or publicized the internship at the AJCC.
E20	Job Development Contact AJCC staff contacted an employer regarding Job Development Contact participation. If the employer is not registered, then staff would need to complete the employer's CalJOBS' registration to collect the employer's information.

Employer Activity Codes

E21	Job Fairs AJCC staff partnered with an appropriate entity within the community to present and/or participate in a job fair.
E22	Job Identification Contact AJCC staff contacted a CalJOBS-registered employer for available job postings.
E23	Job Listing Assistance AJCC staff assisted a CalJOBS-registered employer with filling out a job listing form (DE 8203), or AJCC staff completed a job order listing in CalJOBS on behalf of the employer. This service does not include CalJOBS Assistance (E03).
E24	Job Referrals AJCC staff advertised or referred an employer's CalJOBS job order to participants.
E25	Job Shadowing AJCC staff coordinated a job shadowing experience for a qualified participant with an employer. The employer would like to hire a participant, but would first like the participant to do a job shadowing.
E26	Labor Market Information AJCC staff provided an employer with the nation, state, or local area's market information to assist in the employer's business plan expansion, relocation, or future hiring and training needs; or, referred the employer to a labor market information consultant who prepared detailed occupational labor market for the employer.
E27	Local Planning, Zoning, Permits AJCC staff provided an employer with Local Planning, Zoning, and Permits information.
E28	Marketing Package AJCC staff provided an employer marketing materials containing information regarding EDD services. Materials could include, but are not limited to, DE forms, brochures geared towards the employer, Labor Market Information Fact Sheets, and flyers.

Employer Activity Codes

E29	<p>New Employee Registry</p> <p>AJCC staff provided an employer with the specific information pertaining to the California New Employee Registry.</p>
E30	<p>On-the-Job Training</p> <p>AJCC staff established an on-the-job training contract with an employer. Under the contract, the employer provided occupational training to a WIOA participant in exchange for a specified percentage reimbursement of the participant's wage rate, and received technical assistance from AJCC staff throughout the life of the training contract.</p>
E31	<p>Older Worker Hiring</p> <p>AJCC staff conducted outreach efforts to employers highlighting the potential of older workers and their contributions to a diverse workforce. The outreach efforts highlighted traits that make older workers ideal candidates for employment, including their reliability, commitment, enthusiasm, and a keen know-how that comes with a lifetime of experience.</p>
E32	<p>Rapid Response (layoff or closure)</p> <p>AJCC staff provided rapid response activities in the case of a permanent closure or mass layoff at a plant, facility or enterprise, or a natural or other disaster that resulted in mass job dislocation in order to assist dislocated workers in obtaining reemployment as soon as possible. Rapid response activities include, but are not limited to, establishing on-site contact with employers and employee representatives; providing information and access to available employment and training activities; providing an on-site presentation to employees on when to file for, how to file for, and who qualified for, Unemployment Insurance; assisting in establishing a labor-management committee; voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of Dislocated Workers, and obtaining services to meet such needs; providing emergency assistance adapted to the particular closure, layoff or disaster; and providing assistance to the local community in developing a coordinated response and in obtaining access to state economic development assistance.</p>
E33	<p>Recruitment at EDD</p> <p>An employer used an AJCC's facility and scheduling services to screen and interview job-seeking participants</p>

Employer Activity Codes

E34	<p>Reverse Referral Agreement</p> <p>AJCC staff established an agreement with an employer that it would provide a handout or poster to encourage job seekers to enroll and enter a résumé in CalJOBS. The rationale for this agreement is that when an employer has openings and lists them in the CalJOBS those job-seekers' résumés can be accessed by the employer. This agreement reduces business interruptions to the employer when there are no openings, and expands the job-seeker participant pool in CalJOBS.</p>
E35	<p>Resume Referral</p> <p>AJCC staff conducted a résumé search to find job-seeking participants' résumés that match an employer's job requirements, and provided those résumés to the employer.</p>
E36	<p>Career Pathway Programs</p> <p>AJCC staff informed employers about the Career Pathway programs, located in their local and regional area. This may include inquiring about an employer's interest and/or ability to assist with Career Pathway Programs, including job shadowing, work experience sites, mentoring, speaking engagements, and employer focus groups.</p>
E37	<p>Targeted Recruitment</p> <p>AJCC staff coordinated a focused recruitment campaign for a new business venture, or a facility needing a large number of specialized workers.</p>
E38	<p>Tax Credit Programs</p> <p>AJCC staff informed an employer about available hiring incentives and tax credits including, but not limited to, the Work Opportunity Tax Credit (WOTC), Empowerment Zone/Renewal Community Tax Incentives, the Disabled Access Credit, and the Architectural and Transportation Tax Deduction.</p> <p>This definition does not include the Veteran Hiring Incentive Program (E43).</p>
E39	<p>Trade Assistance Act</p> <p>AJCC staff informed an employer of Trade Assistance Act (TAA) associated programs.</p>
E40	<p>Training for New Employees</p> <p>AJCC staff informed an employer of funding available through the Employment Training Panel (ETP) for workforce training programs, and referred it to the ETP website or phone number for additional information.</p>

Employer Activity Codes

E41	Training for Current Employees AJCC staff informed an employer of funding available through the Employment Training Panel (ETP) for workforce training programs, and referred it to the ETP website or phone number for additional information.
E42	Unemployment Insurance AJCC staff sponsored a seminar for employers regarding Unemployment Insurance.
E43	Veteran Hiring Incentive Program AJCC staff informed an employer about the Work Opportunity Tax Credit (WOTC) and that "Qualified Veterans" is one of the WOTC target groups that may qualify the employer for a tax credit.
E44	Welfare Recipient Hiring AJCC or staff assisted an employer in hiring a welfare recipient.
E45	Work Experience Programs AJCC staff coordinated with an employer to provide a participant with a Work Experience Opportunity, and technical assistance throughout the life of the contract. Work Experience is a planned, structured learning experience that takes place in a workplace for a limited time period. It may be paid or unpaid, as appropriate, and may be in the private for-profit sector, the nonprofit sector, or the public sector.
E46	Workforce Innovation and Opportunity Act (WIOA) AJCC staff informed an employer of available <i>Workforce Innovation and Opportunity Act</i> employer services that include, but are not limited to, customized training, on-the-job-training reimbursement assistance, and training subsidies.
E47	Work Opportunity Tax Credit (WOTC) AJCC staff processed an employer's application for Work Opportunity Tax Credit (WOTC) certification. Application processing includes, but is not limited to, ensuring the applicable forms (i.e., IRS 8850 [Pre-screening Notice and Certification Request], ETA 9061 [Individual Characteristics Form], and ETA 9154 [Youth Self-Attestation Form]) are accurately completed; conducting an employee background check to ensure the employer received the highest tax credit they are eligible for; inform the employer that the application must be post-marked no later than the 28th calendar day following the new employee's start date; if necessary, sending a request to employer for more information; and sending the employer a certification or denial letter.

Employer Activity Codes

E48	<p>Youth Employment Opportunities</p> <p>A Youth Employment Opportunity Program (YEOP) Specialist contacted an employer for the purposes of informing the employer about YEOP, and encouraging the employer to hire a Youth participant.</p>
E51	<p>CalJOBS Suppressed Job Listing Referral</p> <p>AJCC staff entered a suppressed job listing into CalJOBS, and assisted the employer in filling the opening through either of the following service levels: résumé search service (staff screen and select job-seeking participants and send the résumés of participants who match the job requirements), or mediated staff services (staff screen and select participants and provide them with the employer contact instructions).</p>
E52	<p>OFCCP Employer Outreach</p> <p>AJCC staff conducted outreach to a contractor or subcontractor that holds any federal or federally assisted construction contract in excess of \$10,000. Services may include assistance with the Office of Federal Contract Compliance Programs (OFCCP) requirements, such as affirmative action and equal employment opportunity.</p>
E54	<p>Lay-Off Aversion Activities</p> <p>AJCC staff provided lay-off aversion strategies and activities designed to prevent, or minimize a participant's unemployment. These strategies include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Ongoing engagement and partnership-building activities with local businesses and community to avert lay-offs, and assist Dislocated Workers in obtaining employment as soon as possible. 2. Provide employers assistance in reduction-in-force management. 3. Fund feasibility studies to determine if the company's operations might be sustained through a buyout or other means. 4. Develop and/or manage incumbent worker programs via connecting companies to state Short-Time Compensation or other programs to prevent layoffs; quickly re-employ Dislocated Workers; business loans for employee skill upgrading, along with other available government and local resources. 5. Establish linkages at the federal, state, and local levels, including the Department of Commerce, state and local resources available for business retention and expansion; partner or contract with business-focused organizations to assess risks to companies and how those risks can be ameliorated; analyses of affected company's suppliers to assess their risks and vulnerabilities. 6. Connect businesses and workers to short-term, on-the-job, or customized training programs, and/or apprenticeships before or after lay-offs to facilitate rapid re-employment. 7. Locally-defined lay-off activities.

Employer Activity Codes

E55	<p>Candidate Pre-Screen (on behalf of employer)</p> <p>AJCC staff provided an employer, employer association, or other such organization, customized screening and referral of qualified participants; or in addition to Wagner-Peyser services, received customized employment-related services on a fee-for-service basis; and/or was provided business services and strategies that met the workforce investment needs of area employers, as determined by the Local Board, and consistent with the local plan.</p>
E56	<p>Other Referral (referred to other agency for service)</p> <p>AJCC staff referred an employer/company to another public agency to obtain services not available through WIOA/EDD/TAA programs.</p>
E57	<p>Follow-Up with Employer on New Hires</p> <p>AJCC staff contacted the employer to determine if a hired participant was successful, and to provide as-needed additional assistance to the employer to ensure satisfaction with the business services provided by AJCC staff.</p>
E59	<p>Follow-Up with Employer on Referred Candidate</p> <p>AJCC staff contacted an employer via phone, email, or in person to follow-up on a candidate referred by staff to a CalJOBS job listing.</p>
E60	<p>Employer Networking</p> <p>AJCC staff provided an employer with information regarding AJCC services in an effort to establish a relationship, or to maintain an existing relationship.</p>
E61	<p>HR Consultation Services</p> <p>AJCC staff provided the employer with Human Resource (HR) related services, such as pre-employment testing, background checks and assistance in completing the I-9 paperwork, and providing employers with job and task analysis services, and absenteeism analysis.</p>
E62	<p>Referral to Community Resource</p> <p>AJCC staff provided a proactive linkage and referral to community resources that support the employer's workforce needs.</p>

Employer Activity Codes

E63	Veteran Employer Council (VEC) AJCC staff provided an employer information regarding the Veteran Employer Council (VEC), or provided AJCC services to an employer at a VEC event.
E64	Small Business Downsizing/Closure Assistance AJCC staff provided services to a small business that is downsizing or expected to go out of business. Assistance may include onsite visits to provide the employer with information on the available AJCC services for affected employees and referrals to appropriate community resources.
E65	Engaged In Strategic Planning/Economic Development AJCC staff engaged in workforce investment strategic planning or business growth and economic development strategic planning. These activities include, but are not limited to, participating in community-based strategic planning, sponsoring employer forums, securing information on industry trends, providing information for the purpose of corporate economic development planning, partnering in collaborative efforts to identify workforce challenges, and developing ways to address those challenges.
E66	Accessed Untapped Labor Pools AJCC staff established pipeline activities in partnership with the public workforce system to access untapped labor pools. These activities include, but are not limited to, outreach to youth, veterans, individuals with disabilities, older workers, ex-offenders, and other targeted demographic groups; industry awareness campaigns; joint partnerships with high schools, community colleges, or other education programs to improve skill levels; and programs to address limited English proficiency and vocational training.
E67	Customized Training AJCC staff provided publicly funded customized training assistance to an employer.
E68	Incumbent Worker Training AJCC staff provided publicly funded incumbent worker training assistance to an employer.
E69	Follow-Up with Employer on Employer Services AJCC staff contacted the employer to determine if employer services that were provided by the AJCC were successful.