

Adult and Youth Activity Code Definitions

Adult Codes (2008)

New CalJOBS SM Service Code	Service Code Description*	Definition
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).
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.
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.
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.
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.

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New CalJOBSSM Service 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.
323	Workplace Training & Cooperative Education	A participant attended a training program that combined workplace training with related instruction. This definition includes cooperative education programs.

Adult and Youth Activity Code Definitions

Youth Codes (2010)

New CalJOBS SM Service Code	Service Code Description*	Definition
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).
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.
425	Work Experience - Paid	A youth participant took part in a paid, planned, structured learning experience that took place in a private, for-profit, non-profit, 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.
435	Career Counseling	Staff provided information, materials, suggestions, and/or advice to a participant to help the individual make occupation or career decisions.
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.