

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY
WORKFORCE ADMINISTRATION
AJC SERVICE CODE DICTIONARY**

Service Name	Service Name Descriptions	Program	Reporting Category	Extends Exit Date	Program Abbv
Adult Education and Literacy Activities	Instruction is normally conducted in a classroom setting and is designed to upgrade basic skills and prepare the individual for further education, training, or employment. May include remedial reading, writing, and math, English for Speakers of Other Languages (ESOL), bilingual training, civics training, GED preparation, high school diploma preparation, or activities to improve school academic skills. To be used in conjunction with Entrepreneurial Training; Private Sector Training; Skill Upgrading and Retraining Combined; Work/Instructional Training; On-the-job Training; Occupational Skills Training; Customized Training.	Adult /Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Training; ETA - WIA Training - ABE or ESL in Combination; ETA - WIA Training - Established ITA; ETA - WIA Training - Other Occupational Skills; ETA - WIOA NDWG Training; ETA - WIOA Training; ETA - WIOA Training - Adult Ed and Literacy in Combination; ETA - WIOA Training Established ITA; ETA - WIOA Training Other Occupational Skills	1	WIOA
Adult Mentoring	A formal relationship between youth participant and an adult mentor, which may include tutoring, coaching, and guiding youth progress. The goal of a mentoring relationship is to help the participant gain/retain employment and prepare for future promotional opportunities. Mentors coach the participant in work ethics, job specific skills, and career development skills. Mentoring activities may be work based or non-work based.	Youth Younger/Youth Older/Youth	ETA - WIA Adult Mentoring Services (Youth); ETA - WIA Leadership Development (Youth); ETA - WIOA Adult Mentoring (Youth); ETA - WIOA Leadership Development Opportunities (Youth)	1	WIOA
Alternative Secondary School Offerings	Youth must be offered the opportunity to attend an alternate education program. This may include Charter Schools or GED preparation classes and may be conducted in or outside of the school system. *(BS)	Youth Younger/Youth Older/Youth	ETA - WIA Educational Achievements Services (Youth); ETA - WIA Enrolled in Education Services (Youth); ETA - WIA Participated in Alternative School (Youth); ETA - WIOA Educational Achievement Services (Youth); ETA - WIOA Enrolled in Education (Youth); ETA - WIOA Other Occupational Skills (Youth); ETA - WIOA Participation in Alternative School (Youth)	1	WIOA
Apprenticeship	Registered Apprenticeship is an industry-driven system of on-the-job training and related technical instruction, approved by the State of Arizona, sponsored by employers, employer associations and jointly by management and labor. An apprentice, as an employee, receives supervised, structured, on-the-job work experience combined with technical instruction training and built-in career placement. Apprenticeships include a minimum of 2000 hours of on-the-job training and a minimum of 144 hours a year of related technical instruction.	Adult/Dislocated Worker	ETA - WIA Training; ETA - WIA Training - Apprenticeship; ETA - WIOA NDWG Training; ETA - WIOA Training; ETA - WIOA Training Apprenticeship	1	WIOA
		Rapid Response/Rapid Response Additional Assistance	ETA - Non Reportable Follow-up Services; ETA - Non Reportable Service	1	WIOA
		REA/RES	ETA - Non Reportable Service; ETA - Non Reportable Follow-up Services	1	RES
		TAA	ETA - TAA Apprenticeship Training; ETA - TAA Occupational Skills (classroom) Training	1	TAA
		Youth Younger/Youth Older/Youth	ETA - WIA Training; ETA - WIA Training - Apprenticeship; ETA - WIOA Training; ETA - WIOA Training Apprenticeship	1	WIOA

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Assessment Orientation	Orientation/Assessment provides information about programs funded by WIOA and the procedures for qualifying for funding as well as an assessment of the individual to help identify interests, abilities, and potential training benefits.	Adult/Dislocated Worker Rapid Response Rapid Response Additional Assistance	ETA - WIA Core Staff Assisted; ETA - WIOA Basic Career Services; ETA - WIOA NDWG Basic Career Services	1	WIOA
		Employment Service	ETA - JS Received Staff Assisted Services	1	LE
		REA/REA EUC	ETA - REA Reemployment Services; ETA - REA Reemployment Services - EUC	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
Attended TAP Workshop	Transition Assistance Program (TAP) was established to meet the needs of separating service members during their period of transition into civilian life by offering job-related assistance and related services. TAP workshops topics include Transition Planning, Career Exploration & validation, Job Search plan, Job Search and Networking Methods; Resume building, Federal Hiring, Federal Resumes and Federal Programs, Skilled Interviews, and Interview Post Analysis.	Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS TAP Employment Workshop	1	LE
		REA	ETA - JS Received Staff Assisted Services; ETA - JS TAP Employment Workshop; ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - JS Received Staff Assisted Services; ETA - JS TAP Employment Workshop	1	RES
Basic Skills Training	Instruction is normally conducted in a classroom setting and is designed to upgrade basic skills and prepare the individual for further education, training, or employment. May include remedial reading, writing, math, English for Speakers of Other Languages (ESOL), bilingual training, GED preparation, high school diploma preparation, or activities to improve school academic skills. *(BS)	Youth Younger/Youth Older/Youth	ETA - WIA Educational Achievements Services (Youth); ETA - WIA Enrolled in Education Services (Youth); ETA - WIA Training; ETA - WIA Training - Other Basic Skills (WIA Youth)	1	WIOA
		Youth	ETA - WIA Educational Achievements Services (Youth); ETA - WIA Enrolled in Education Services (Youth); ETA - WIA Training; ETA - WIA Training - Other Basic Skills (WIA Youth); ETA - WIOA Educational Achievement Services (Youth); ETA-WIOA Enrolled in Education (Youth); ETA - WIOA Training	1	WIOA
Basic Skills/Literacy Activities	Instruction is normally conducted in a classroom setting and is designed to upgrade basic skills and prepare the individual for further education, training, or employment. May include remedial reading, writing, math, English for Speakers of Other Languages (ESOL), bilingual training, GED preparation, high school diploma preparation, or activities to improve school academic skills. The individual needs no other training service to obtain and retain a job.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - Non Reportable Service	1	WIOA

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Career Guidance	Based on participant's objective assessment and individual employment plan, referrals may be made for counseling on self-esteem building, interviewing and job keeping skills, drug and alcohol abuse, positive social behavior, and budgeting of resources. Continuous development of employment goals exposing individuals to the types of jobs available through observation at the job site, audio/visual presentations that provide detailed explanation of specific occupations including non-traditional employment. Provided to participants seeking youth activity/service.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Career Guidance; ETA - WIA Core Staff Assisted; ETA - WIOA Basic Career Services; ETA - WIOA NDWG Basic Career Services	1	WIOA
	ES staff provides a wide range of information, materials, suggestions and advice intended to assist in a vocational decision regarding employment and training.	Employment Service	ETA - JS Career Guidance; ETA - JS Received Staff Assisted Services	1	LE
	Interactions between appropriate staff and claimants designed to establish and reach realistic employment related goals. Assistance may include support in choosing or changing occupations; making a suitable job adjustment; and addressing personal issues that may limit the claimant's ability to achieve employment related goals.	REA	ETA - JS Career Guidance; ETA - JS Intensive; ETA - JS Received Staff Assisted Services; ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Received Staff Assisted Services	1	RES
	A meeting in which a trained counselor provides ongoing or one-time assistance to help applicants gain a better understanding of themselves so they can more realistically choose or change an occupation, or make a suitable job adjustment.	TAA	ETA - TAA Case Management and Reemployment Services; ETA - TAA Individual Service Plan	1	TAA
Case Management	Provided to participants seeking training activity/service.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		Youth Younger /Youth Older/Youth	ETA - WIA Career Guidance\Counseling (Youth); ETA - WIOA Comprehensive Guidance and Counseling (Youth)	1	WIOA
Civic Engagement Activities	Civic engagement activities promote the quality of life in the community, ranging from individual volunteerism, organizational involvement to electoral participation. Examples include working in a soup kitchen, serving on a neighborhood association, writing a letter to an elected official or voting.	Youth Younger /Youth Older/Youth	ETA - WIOA Comprehensive Guidance and Counseling (Youth)	1	WIOA

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Comprehensive Assessment	A comprehensive assessment of skill levels and activity/service needs including diagnostic testing or other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.	Adult/Dislocated Worker/Rapid Response Rapid Response Additional Assistance	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		Employment Service	ETA - JS Intensive; ETA - JS Intensive (Vet) Assessment; ETA - JS Received Staff Assisted Services	1	LE
		REA/RES	ETA - JS Intensive; ETA - JS Intensive (Vet) Assessment; ETA - JS Received Staff Assisted Services; ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
		Youth Younger /Youth Older/Youth	ETA - WIA Career Guidance\Counseling (Youth); ETA - WIA Career Guidance\Counseling (Youth); ETA - WIOA Comprehensive Guidance and Counseling(Youth)	1	WIOA
Comprehensive Guidance & Counseling	Comprehensive Guidance & Counseling provides individualized counseling to participants. Including career and academic counseling, drug and alcohol abuse counseling, mental health counseling and referrals to partner programs, as appropriate.	Youth Younger /Youth Older/Youth	ETA - WIOA Comprehensive Guidance and Counseling (Youth)	1	WIOA
Customized Resume Assistance	Providing instruction in resume preparation, writing, maintenance and submittal methods.	Employment Service	ETA - JS Received Staff Assisted Services	1	LE
		REA/RES	ETA - JS Received Staff Assisted Services; ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA

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Customized Training	Training designed to meet the special requirements of an employer or a group of employers, and conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (this training activity cannot be used with ABE). Normally customized training is conducted by an employer, or group of employers, and the employer pays a significant cost of the training costs as determined by the local board, taking into consideration the number of employees participating in the training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of training to the competitiveness of a participant, and other employer provided training and advancement opportunities. Customized training is offered through contractual agreement between an employer, a group of employers and a local area. May include training provided to employed workers to increase/update skills.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Training; ETA - WIA Training - Customized; ETA - WIA Training - Established ITA; ETA - WIOA NDWG Training; ETA - WIOA Training; ETA - WIOA Training Customized Training; ETA - WIOA Training Established ITA	1	WIOA
		TAA	ETA - TAA Customized Training	1	TAA
Development of Individual Employment Plan (IEP/ISP/ISS)	Identifies the employment goals, appropriate achievement objectives, and combination of activities/services for the participant to achieve their goals.	Adult /Dislocated Worker	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		Employment Service	ETA - JS Intensive; ETA - JS Intensive (Vet) Employment Plan; ETA - JS Received Staff Assisted Services	1	LE
		R/ATAA	ETA - TAA Individual Service Plan	1	TAA
		Rapid Response/Rapid Response Additional Assistance	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		REA/RES	ETA - JS Intensive; ETA - JS Intensive (Vet) Employment Plan; ETA - JS Received Staff Assisted Services; ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
		Youth Younger /Youth Older/Youth	ETA - WIA Career Guidance\Counseling (Youth); ETA - WIA Career Guidance\Counseling (Youth); ETA - WIOA Comprehensive Guidance and Counseling(Youth)	1	WIOA

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Dropout Prevention and Recovery Strategies	Dropout prevention includes strategies designed to prevent students from dropping out of school by providing resources and opportunities that will ultimately help students stay in school and earn a high school diploma; also strategies to provide pathways for dropouts to return to formal education and earn a high school diploma.	Youth Younger /Youth Older/Youth	ETA - WIOA Educational Achievement Services (Youth)	1	WIOA
Dropout Recovery Services	A drop out recovery program is a program that enrolls students who have dropped out of public school and provides services designed to enable them to earn a high school diploma. Drop out recovery services include outreach to encourage participation in school, adult mentoring, tutoring, career counseling, and college counseling.	Youth Younger /Youth Older/Youth	ETA - WIOA Educational Achievement Services (Youth); ETA - WIOA Enrolled in Education (Youth); ETA - WIOA Participation in Alternative School (Youth)	1	WIOA
Employment Opportunities Throughout School Year	Employment Opportunities that are offered throughout the school year.	Youth Younger /Youth Older/Youth	ETA - WIOA Employment Services (Youth); ETA - WIOA Work Experiences (Youth)	1	WIOA
English Language Acquisition Training	English Language Acquisition Program means a program of instruction A. Designed to help eligible individuals who are English Language Learners achieve competence in reading, writing, speaking and comprehension of the English language; and B. That leads to: 1) attainment of a secondary school diploma or its recognized equivalent; and 2) transition to postsecondary education and training or 3) employment	Adult/Dislocated Worker/Rapid Response Additional Assistance	ETA - WIOA Individualized Career Services	1	WIOA
Entrepreneurial Training	Training in the organizing, managing, and responsibility of a business or enterprise.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Training; ETA - WIA Training - Entrepreneurial; ETA - WIA Training - Other Occupational Skills; ETA - WIOA NDWG Training; ETA - WIOA Training; ETA - WIOA Training - Entrepreneurial Training; ETA - WIOA Training Other Occupational Skills	1	WIOA
Federal Bonding Assistance	Provides fidelity bonding needed for employment when an offer of employment is accepted and no other bonding source is available.	Employment Service	ETA - JS Received Staff Assisted Services	1	LE

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Financial Literacy Education	<p>The financial literacy education program includes activities which:</p> <ul style="list-style-type: none"> a) Support the ability of the participant to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions; b) Support participants in learning how to effectively manage spending credit, debit, including student loans, consumer credit, and credit cards; c) Teach participants about credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine accuracy of credit report and how to report inaccuracies; and how to improve credit score; d) Support a participants ability to understand, evaluate and compare financial products, services and opportunities to make informed financial decisions; e) Educate participants about identity theft, ways to protect themselves from identity theft, how to resolve cases of Identity theft and in other ways understand their rights and protections related to personal identity and financial data; f) Support activities that address the particular financial literacy of non-English speakers, including providing the through the development and distribution of multilingual financial literacy and educational materials; Provide educational education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings and; g) Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health, and stability by using high quality, age appropriate, and relevant strategies and channels including, where possible, time and customized information, guidelines, tools and instruction. 	Adult/Dislocated Worker/Rapid Response Additional Assistance	ETA - WIOA Individualized Career Services	1	WIOA
		Youth Younger Youth Older/Youth	ETA - WIOA Financial Literacy (Youth)	1	WIOA
Follow-Up Services - Additional Assistance	Individuals between ages 14 and 24 who require additional assistance to complete an educational program or to secure and hold employment as defined by State or local policy shall receive follow-up services.	Youth	ETA - WIOA Follow-Up (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Follow-up (Youth)	0	WIOA
Follow-Up Services - Adult Mentoring	Individuals between ages 14 and 24 who receive adult mentoring shall receive follow-up services.	Youth	ETA - WIOA Follow-Up (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Follow-up (Youth)	0	WIOA
Follow-up Services - Assistance Securing Better Paying Job	Assistance in securing a better paying jobs, career pathway development and further education or training.	Adult/Dislocated Worker	ETA - WIA Core Staff Assisted; ETA - WIA Follow-up; ETA - WIOA Basic Career Services; ETA - WIOA Follow-Up; ETA - WIOA NDWG Basic Career Services	0	WIOA

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Follow-up Services - Career Development Assistance	Individuals between ages 14 and 24 who receive career development and further education shall receive follow-up services.	Youth	ETA - WIOA Follow-Up (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Follow-up (Youth)	0	WIOA
Follow-up Services - Employer Contact	Providing effective intervention, through positive communication between the employer and individual, to ensure job retention and growth. Communication should effectively address and resolve workplace issues, as well as recognize the individual's strengths, abilities and potential for growth in the workforce. Contact should also help identify further training or supportive service needs that will help the individual to maintain employment while working towards career goals and self-sufficiency.	Adult/Dislocated Worker	ETA - WIA Core Staff Assisted; ETA - WIA Follow-up; ETA - WIOA Basic Career Services; ETA - WIOA Follow-Up; ETA - WIOA NDWG Basic Career Services	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Employment Services (Youth); ETA - WIA Follow-up (Youth)	0	WIOA
		Youth	ETA - WIOA Employment Services (Youth) ETA - WIOA Follow-Up (Youth)	0	WIOA
Follow-Up Services - Employment Progress Tracking	Individuals between ages 14 and 24who require additional assistance to complete an educational program or to secure and hold employment as defined by State or local policy shall receive follow-up services to include tracking the progress of youth in employment after training.	Youth	ETA - WIOA Employment Services (Youth); ETA - WIOA Follow-Up (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Employment Services (Youth); ETA - WIA Follow-up (Youth)	0	WIOA
Follow-Up Services - Leadership Development	Individuals between ages 14 and 24 who receive organizational and team work training, including team leadership training.	Youth	ETA - WIOA Follow-Up (Youth); ETA - WIOA Leadership Development Opportunities (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Follow-up (Youth); ETA - WIA Leadership Development (Youth)	0	WIOA
Follow-up Services - Peer Support Groups	Individuals between ages 14 and 24 who receive additional assistance to complete an educational program or to secure and hold employment as defined by State or local policy shall receive follow-up services to include work-related peer support groups.	Youth	ETA - WIOA Follow-Up (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Follow-up (Youth)	0	WIOA
Follow-Up Services - Post Placement	Mentoring involves contact with the individual on a regular basis to provide guidance and coaching to ensure the individual is not experiencing any issues, which may interfere with success on-the-job. Mentors may coach the individual in work ethics, job specific skills and career development skills. Job shadowing is observing a worker to gain a better understanding of job-specific activities, tasks, and skills involved in performing a job.	Adult/Dislocated Worker	ETA - WIA Core Staff Assisted; ETA - WIA Follow-up; ETA - WIOA Basic Career Services; ETA - WIOA Follow-Up; ETA - WIOA NDWG Basic Career Services	0	WIOA

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Follow-up Services - Regular Youth/Empl Contact	Individuals between ages 14 and 24 who receive regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise services shall receive follow up services.	Youth	ETA - WIOA Follow-Up (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Follow-up (Youth)	0	WIOA
Follow-Up Services - Supportive Services	Other activities/services to assist the individual with employment retention or advancement, including support services except for needs-related payments (and incentives for adults). To include Individuals between ages 14 and 24 who receive supportive services shall receive follow up services.	Adult/Dislocated Worker	ETA - WIA Core Staff Assisted; ETA - WIA Follow-up; ETA - WIOA Basic Career Services; ETA - WIOA Follow-Up; ETA - WIOA NDWG Basic Career Services	0	WIOA
		Rapid Response/Rapid Response Additional Assistance	ETA - WIA Core Staff Assisted; ETA - WIA Follow-up; ETA - WIA Supportive Services; ETA - WIOA Basic Career Services; ETA - WIOA Follow-Up; ETA - WIOA NDWG Basic Career Services; ETA - WIOA Supportive Services	0	WIOA
		Youth	ETA - WIOA Follow-Up (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Follow-up (Youth)	0	WIOA
Follow-up Services - Veterans' Retraining Assistance	DVOPs and LVERs provide Veterans with follow- up services within 30 days following completion or termination of the Veterans Retraining Assistance Program (VRAP).	Employment Service	ETA - Non Reportable Follow-up Services	0	LE
Follow-up Services - Workplace Counseling	Includes counseling to assist an individual with resolving problems that arise in the workplace that may interfere with job retention or career advancement. Counseling may deal with attendance, punctuality, interacting and communicating with co-workers and supervisors, teamwork, attitude, acceptable work behavior, problem solving skills and other issues.	Adult/Dislocated Worker	ETA - WIA Core Staff Assisted; ETA - WIA Follow-up; ETA - WIA Supportive Services; ETA - WIOA Basic Career Services; ETA - WIOA Follow-Up; ETA - WIOA NDWG Basic Career Services; ETA - WIOA Supportive Services	0	WIOA
Follow-Up Services - Work-Related Support Group	Individuals between ages 14 and 24 who receive work-related peer support group services shall receive follow up services.	Youth	ETA - WIOA Follow-Up (Youth)	0	WIOA
		Youth Younger/Youth Older	ETA - WIA Follow-up (Youth)	0	WIOA

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Group Counseling	Peer group counseling to develop problem-solving skills, self-esteem building, attitudinal development, information interviewing, work behavior, and general brainstorming to develop resources and employment opportunities.	Adult/Dislocated Worker	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		Employment Service	ETA - JS Intensive; ETA - JS Received Staff Assisted Services	1	LE
		Rapid Response/Rapid Response Additional Assistance	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		REA/RES	ETA - JS Intensive; ETA - JS Received Staff Assisted Services; ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
Guidance and Counseling	Guidance and counseling includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling as well as referrals to counseling, as appropriate to the needs of the individual youth. Provided to participants seeking youth activity/service.	Youth	ETA - WIOA Additional Support for Youth Services (Youth) ETA - WIOA Comprehensive Guidance and Counseling (Youth)	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Additional Support for Youth Services (Youth) ETA - WIA Career Guidance\Counseling (Youth)	1	WIOA
Incumbent Worker Training	Training designed to meet the special requirements of an employer (including a group employers) to retain skilled workforce, or avert the need to layoff employees by assisting the workers in obtaining the skills necessary to retain employment. Incumbent worker training is conducted with the commitment of by the employer to retain or avert layoffs of the incumbent workers trained.	Adult/Dislocated Worker	ETA - WIA Training; ETA - WIA Training - Established ITA; ETA - WIOA Training; ETA - WIOA Training Established ITA; ETA - WIOA Training Incumbent Worker Training	1	WIOA
		Youth	ETA - WIA Training; ETA - WIOA Training; ETA - WIOA Training Incumbent Worker Training	1	WIOA
Individual Counseling	Counseling to develop problem-solving skills, self-esteem building, attitudinal development, information interviewing, work behavior, and general brainstorming to develop resources and employment opportunities, which is not offered in a group setting.	Adult/Dislocated Worker	ETA - WIOA Individualized Career Services	1	WIOA
		Rapid Response Additional Assistance	ETA - WIOA Individualized Career Services	1	WIOA

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Information on In-Demand Occupations	<p>Information on In-demand Occupations. In-demand sector or occupation means:</p> <p>a) An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth and stability of other supporting businesses, or the growth of other industry sectors; or</p> <p>b) An occupation that currently has a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have significant impact on the State, regional or local economy, as appropriate.</p>	Adult/Dislocated Worker	ETA - WIOA Basic Career Services; ETA - WIOA Basic Career Self Service Services	1	WIOA
		Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS Workforce Information Services; ETA - WIOA JS Basic Career Services	1	LE
		Rapid Response/Rapid Response Additional Assistance	ETA - WIOA Basic Career Self Service Services ETA - WIOA Basic Career Services	1	WIOA
		Youth Younger/Youth Older/Youth	ETA - WIOA Educational Achievement Services (Youth)	1	WIOA
Information on Non-Traditional Employment	<p>Non-traditional employment is defined as employment where more than 75 percent of the workforce is of the opposite gender--or conversely where less than 25 percent of the workforce is the same gender.</p>	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIOA Basic Career Self Service Services; ETA - WIOA Basic Career Services	1	WIOA
		Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS Workforce Information Services; ETA - WIOA JS Basic Career Services	1	LE

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Initial Assessment	Staff member's assessment of a participant's skills, education, or career objectives in order to achieve any of the following: Assist participants in deciding on appropriate next steps in the search for employment, training, and related services, including job referral; Assist participants in assessing their personal barriers to employment; or Assist participants in accessing other related services necessary to enhance their employability and individual employment related needs.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIOA Basic Career Services; ETA - WIOA NDWG Basic Career Services; ETA - WIA Core Staff Assisted	1	WIOA
		Employment Service	ETA - JS Received Staff Assisted Services	1	LE
		REA	ETA - JS Job Search Activities ETA - REA First REA Activities	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC ETA - RES Assessment	1	RES
		RES	ETA - JS Job Search Activities ETA - RES Assessment	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
Instruction Leading to Secondary School Completion	Instruction leading to secondary school completion.*(BS)	Youth	ETA - WIOA Educational Achievement Services (Youth); ETA - WIOA Enrolled in Education (Youth)	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Educational Achievements Services (Youth); ETA - WIA Enrolled in Education Services (Youth)	1	WIOA
Integrated Education and Training	A service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation cluster for the purposes of educational and career advancement. WIOA Section 203 (11)	Adult/Dislocated Worker Rapid Response Additional Assistance	ETA - WIOA Individualized Career Services	1	WIOA

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Internships	A short-term or part-time assignment in the private, for-profit sector; the private non-profit sector; or the public sector.	Adult/Dislocated Worker	ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services; ETA - WIA Intensive	1	WIOA
		Rapid Response/Rapid Response Additional Assistance	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		Youth	ETA - WIOA Employment Services (Youth); ETA - WIOA Work Experiences (Youth)	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Employment Services (Youth)	1	WIOA
Job Club/Workshops	Provide instruction on completing resumes, completing applications, interviewing skills, professional communication, computer basics, career exploration, labor market information	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Job Search Activities ; ETA - WIOA Basic Career Services; ETA - WIOA NDWG Basic Career Services; ETA - WIA Core Staff Assisted	1	WIOA
		Employment Service	ETA - JS Job Search Activities; ETA - JS Received Staff Assisted Services	1	LE
		REA	ETA - JS Job Search Activities; ETA - JS Received Staff Assisted Services; ETA - REA Reemployment Services	1	RES
		RES	ETA - JS Job Search Activities; ETA - JS Received Staff Assisted Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
		Youth Younger/Youth Older	ETA - WIA Employment Services (Youth)	1	WIOA
		Youth	ETA - WIOA Employment Services (Youth)	1	WIOA
Job Development	Contact(s) made to a public or private employer to secure a job interview for a specific applicant for whom the local office has no suitable opening.	Adult/Dislocated Worker/Rapid Response	ETA - WIA Core Staff Assisted; ETA - WIA Job Search Activities; ETA - WIA Other Core Staff Assisted; ETA - WIOA Basic Career Services; ETA - WIOA NDWG Basic Career Services	1	WIOA
		Employment Service	ETA - JS Received Staff Assisted Services	1	LE
		Rapid Response Additional Assistance	ETA - WIA Job Search Activities	1	WIOA
		REA	ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Received Staff Assisted Services	1	RES

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Job Referrals	Staff initiates referrals made to effectively connect job seekers to job openings based on employer job listings, available labor market information, and other employment resources. May also include referrals for testing, background checks, medical evaluations, etc., as required for employment with a specific employer.	Adult /Dislocated Worker Rapid Response	ETA - WIOA Basic Career Services; ETA - WIOA NDWG Basic Career Services; ETA - WIA Core Staff Assisted	1	WIOA
		Rapid Response Additional Assistance	ETA - WIA Job Search Activities	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Employment Services (Youth)	1	WIOA
	Job referrals made when no job opening is posted in AJC.	Employment Service	ETA - JS Received Staff Assisted Services	1	LE
		REA	ETA - JS Received Staff Assisted Services; ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Received Staff Assisted Services ETA - RES Job Placement and Referral	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
	Job Search and Placement Assistance	A job search match is performed on behalf of an individual, with no job referrals provided. Coordination of activities between job seeker and case manager, or identified WIOA Staff member to help link the job seeker with employment opportunities and current labor market resources. Coordination of activities between job seeker and case manager, or identified WIOA Staff member to help link the job seeker with employment opportunities and current labor market resources.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Job Search Activities; ETA - WIOA Basic Career Services; ETA - WIOA NDWG Basic Career Services; ETA - WIA Core Staff Assisted	1
Youth Younger/Youth Older			ETA - WIA Employment Services (Youth)	1	WIOA
Youth			ETA - WIOA Employment Services (Youth)	1	WIOA
A job search match is performed on behalf of an individual, with no job referrals provided.		Employment Service	ETA - JS Job Search Activities	1	LE
		REA/RES	ETA - JS Intensive; ETA - JS Job Search Activities	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA

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Job Search Spec Labor Market Assistance	Provide information concerning occupational staffing patterns, hiring patterns, working conditions and pay of firms or industries.	Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS Workforce Information Services	1	LE
		REA	ETA - JS Received Staff Assisted Services; ETA - JS Workforce Information Services; ETA - REA Reemployment Services; ETA - RES Job Placement and Referral	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Received Staff Assisted Services; ETA - JS Workforce Information Services; ETA - RES Job Placement and Referral	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
Leadership Development	Leadership development opportunities are opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors such as: a) Exposure to post-secondary education possibilities, b) Community service learning projects; c) Peer-Centered activities, including peer mentoring and tutoring, d) Organizational and team work training, including team leadership training; e) Training in decision making, including determining priorities and problem solving; e) Citizen training including life skills training such as parenting training and work behavior training: f) Civic engagement which promote quality of life in a community; and g) h) Other leadership activities that place a youth in a leadership role such as serving on a youth leadership committee, such as a Standing Youth Committee *(WR)	Youth	ETA - WIOA Enrolled in Education (Youth)	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Leadership Development (Youth)	1	WIOA
Local Employer Recognized Training	Training provided to adults or dislocated workers in a local area which is required by an employer and results in employment.	Adult/Dislocated Worker	ETA - Non Reportable Service	1	WIOA
MSFW Field Contact	Provision of information to MSFWs at their work, residence or meeting areas, by means of written or oral presentations, in a language which they understand to include: • Services available from the Employment Service (ES) • Types of employment opportunities currently available thru ES • ES complaint system • Organizations serving MSFWs • Farm worker rights regarding terms and conditions of employment	Employment Service	ETA - JS Referred to Supportive Services (Migrant)	1	LE

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Needs Related Payments	Needs related payments provide financial assistance to participants for the purpose of enabling them to participate in training in training and are a supportive service. Unlike other types of supportive services, in order to qualify for need-related payments a participant must be enrolled in training. The adult must be unemployed and not qualify for, or have ceased qualifying for, unemployment compensation and be enrolled in a WIA program of training or education services. Amounts paid to a dislocated worker who is unemployed AND; has ceased to qualify for unemployment compensation or trade readjustment assistance under TAA; AND; is enrolled in a WIOA program of training services by the end of the 13th week after most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker or, if later, by the end of the 8th week after the worker is informed that a short-term layoff, will exceed six months; OR, be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA. An eligible dislocated worker who has ceased to qualify for unemployment compensation must have been enrolled in training. Payments are based on a locally developed formula and documented in the Individual Employment Plan (IEP). Payment may be paid to a participant if the participant has been accepted in a training program that will begin within 30 calendar days.	Adult/Dislocated Worker	ETA - WIA Needs Related Payments; ETA - WIOA Needs Related Payments	1	WIOA
		Rapid Response Additional Assistance	ETA - WIOA Needs Related Payments	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Needs Related Payments	1	WIOA
		Youth	ETA - WIOA Needs Related Payments	1	WIOA
Occupational Skills Training	An organized program of study that provides specific vocational skills that lead to a proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. LWDAs must give priority consideration to training programs that lead to a recognized postsecondary credential that aligns with indemand occupations in the local area. *(OS)	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Training; ETA - WIA Training - Established ITA; ETA - WIA Training - Other Occupational Skills; ETA - WIOA NDWG Training; ETA - WIOA Training; ETA - WIOA Training Established ITA; ETA - WIOA Training Other Occupational Skills	1	WIOA
		TAA	ETA - TAA On-the-Job Training	1	TAA
		Youth	ETA - WIOA Enrolled in Education (Youth); ETA - WIOA Other Occupational Skills (Youth)	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Enrolled in Education Services (Youth); ETA - WIA Training ETA - WIA Training - Skills Upgrading & Retraining; ETA - WIA Enrolled in Education Services (Youth)	1	WIOA

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On-the-Job Training (OJT)	Training of an individual in the public (government) or private sector, while engaged in productive work which provides knowledge and skills essential to the full and adequate performance of the job. On-the-job training is conducted by an employer and the training costs are obligated through contractual agreement between the employer and the LWDA or WIOA service provider. *(OS)	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Training - On-the-Job; ETA - WIA Training - Other Occupational Skills; ETA - WIOA NDWG Training; ETA - WIOA Training; ETA - WIOA Training - On-the job training; ETA - WIOA Training Other Occupational Skills; ETA - WIA Training	1	WIOA
		TAA	ETA - TAA On-the-Job Training	1	TAA
		Youth Younger/Youth Older	ETA - WIA Employment Services (Youth); ETA - WIA Training; ETA - WIA Training - On-the-Job	1	WIOA
		Youth	ETA - WIOA Employment Services (Youth); ETA - WIOA Work Experiences (Youth)	1	WIOA
Participated in Rapid Response	Individuals who have attended an information session conducted by representatives from the Dislocated Worker Unit, TAA, and Unemployment Insurance Programs.	Dislocated Worker	ETA - WIA Intensive; ETA - WIA Rapid Response Participation; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		Employment Service	ETA - WIA Rapid Response Participation	1	LE
		TAA/R/ATAA	ETA - TAA Case Management and Reemployment Services; ETA - TAA Rapid Response Participation	1	TAA
Placed in Federal Training	Individuals verified to have entered in any federal training program to which they were referred by an ES agency.	Employment Service	ETA - JS Placed in Federal Training (Vet); ETA - JS Received Staff Assisted Services	1	LE
		REA	ETA - JS Placed in Federal Training (Vet) ETA - JS Received Staff Assisted Services ETA - REA Reemployment Services ETA - REA Reported to Training	1	RES
		REA EUC	ETA - JS Placed in Federal Training (Vet) ETA - JS Received Staff Assisted Services ETA - REA Reemployment Services - EUC ETA - REA Reported to Training - EUC	1	RES
		RES	ETA - JS Placed in Federal Training (Vet) ETA - JS Received Staff Assisted Services ETA - RES Education and Training	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA

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Prerequisite Training	Training the participant needs prior to starting their planned training program.	Adult/Dislocated Worker	ETA - WIA Training; ETA - WIA Training - Prerequisite; ETA - WIOA NDWG Training; ETA - WIOA Training	1	WIOA
Received Intensive Services (Vets Only)	Referring to the process of providing SESA services of counseling, referral to supportive services, job development contact, referral to job, placement in a job, referral to training, placement in training, vocational guidance service, or any combination of those services provided by an assigned case manager for all veteran applicants.	Employment Service	ETA - JS Received Staff Assisted Services; ETA - WIOA JS Individualized Career Services	1	LE
		REA/RES/REA EUC	ETA - JS Intensive; ETA - JS Intensive (Vet) Assessment	1	RES
Recruitment/Referral to Specialized Business Services	Business services other than those traditionally offered through the One-Stop System.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIOA Basic Career Services	1	WIOA
		Employment Service	ETA - JS Received Staff Assisted Services; ETA - WIOA JS Individualized Career Services	1	LE
Re-Employment Orientation Service	Services that provide the individual an overview of the programs and services available; the criteria and requirements for program participation and receipt of services; and an understanding of what is required and what is optional. Orientation may be individual or group sessions. It may provide information on the services available, including other community services, and completing forms.	Employment Service	ETA - JS Intensive; ETA - JS Received Staff Assisted Services	1	LE
		REA	ETA - JS Intensive; ETA - REA First REA Activities	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Intensive; ETA - RES Orientation	1	RES
Referral to Educational Services	Referral to provider to develop competency in basic educational skills or programs leading to educational credentials such as ESL, GED, high school diploma or college degree.	Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Supportive Services (Migrant)	1	LE
		REA	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Supportive Services (Migrant); ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Supportive Services (Migrant); ETA - RES Education and Training	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA

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Referral to Federal Employment	Referral to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Employment Service	ETA - JS Referred to Federal Job (Vet)	1	LE
		REA/RES	ETA - JS Referred to Federal Job (Vet)	1	RES
Referral to Federal Training	Referral to federally funded training programs other than WIOA.	Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Federal Training (Vet); ETA - JS Referred to Supportive Services (Migrant); ETA - JS Referred to WIA Services	1	LE
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
Referral to Supportive Services	Services that are not specifically detailed. Some examples of services covered under this item are: providing state and federal civil service information and applications, providing information about the interstate job bank, providing information about training and apprenticeship, group orientation, contacts at job fairs, handling applicant complaints. In addition, services which are necessary to enable an individual eligible for training, but who cannot afford to pay for such services may include transportation, health care, special services and materials for persons with disabilities, child care, meals, temporary shelter, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through cash assistance.	Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Supportive Services (Migrant)	1	LE
		REA	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Supportive Services (Migrant); ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Supportive Services (Migrant)	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
Referral to WIOA Services	Referral to WIOA to obtain appropriate program services, such as support services and training.	Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Federal Training (Vet); ETA - JS Referred to Supportive Services (Migrant); ETA - JS Referred to WIA Services	1	LE
		TAA/R/ATAA	ETA - TAA Case Management and Reemployment Services	1	TAA
		REA	ETA - JS Received Staff Assisted Services; ETA - JS Referred to Federal Job Vet); ETA - JS Referred to WIA Services; ETA - REA Reemployment Services; ETA - REA Referred to Training	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Received Staff Assisted Services; ETA - JS Referred to WIA Services; ETA RES Education and Training	1	RES

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Short Term Pre-Vocational Services	Short -term development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Intensive; ETA - WIA Pre-Vocational Activities; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
Skill Upgrade/Retraining	A short-term or part-time training designed to upgrade skills in the workplace and provide re-training to enhance current skills for modern technology.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Training; ETA - WIA Training - Established ITA; ETA - WIA Training - Other Occupational Skills; ETA - WIA Training - Skills Upgrading & Retraining; ETA - WIOA NDWG Training; ETA - WIOA Training; ETA - WIOA Training - Skill Upgrading & Retraining; ETA - WIOA Training Established ITA; ETA - WIOA Training Other Occupational Skills	1	WIOA
Subsequent Contact – REA SC	Additional contact made to claimants who do not report as scheduled.	REA	ETA - REA Subsequent REA Activities	1	RES
Summer Employment Opportunities	One of the fourteen program elements offered to youth. Summer employment opportunities must provide direct linkages to academic and occupational learning (examples: Leadership development opportunities, Tutoring, Occupational skill training) and may provide other elements and strategies as appropriate to serve the needs and goals of the participants. *(BS, WR, OS)	Youth	ETA - WIOA Work Experiences (Youth)	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Summer Employment Opportunities (Youth)	1	WIOA
Supportive Service - Other	Any other supportive service not previous included, either arranged or financed by the WIOA program or non-WIOA program, and provided to eligible individuals to enable them to participate in training or employment services.	Adult/Dislocated Worker	ETA - WIOA Supportive Services; ETA - WIA Supportive Services	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA

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Supportive Services - Child Care Assistance	Includes, but is not limited to, providing care to an individual's family member to enable the individual to participate in training programs or employment. Family care ranges from adult or child daycare to after-school programs (outside the home or in house). It usually includes supervision and shelter, and may include subsistence and transportation.	Adult/Dislocated Worker	ETA - WIOA Supportive Services; ETA - WIA Supportive Services	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA
Supportive Services - Counseling	Includes personal, financial or legal counseling to assist an individual with the solution to a variety of problems occurring during participation, to enable an individual to continue in training and/or employment.	Adult/Dislocated Worker	ETA - WIOA Supportive Services; ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Supportive Services	1	WIOA
Supportive Services - Emergency or Short Term Housing Assistance	Includes assisting individuals in maintaining or obtaining adequate shelter for themselves and their families to enable an individual to participate in training and /or employment services.	Youth Younger/Youth Older	ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA
Supportive Services - Incentives and Bonuses	Provide the participant with something that would motivate and encourage the participant to take action, work harder and to provide information for follow-up.	Adult/Dislocated Worker	ETA - WIOA Supportive Services; ETA - WIA Supportive Services	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA
Supportive Services - Medical	Includes, but is not limited to, preventive and clinical medical and dental treatment, voluntary family planning services, psychological and prosthetic services, to the extent any treatments or services are necessary to enable an individual to participate in training and/or employment.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Supportive Services; ETA - WIOA Supportive Services	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA

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Supportive Services – Out of Area Job Search Assistance	Supportive service that allows the individual to conduct a job search in a geographic area outside the individual's labor market area. It must be documented that employment opportunities are not available within the commuting area.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Intensive; ETA - WIA Supportive Services; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services; ETA - WIOA Supportive Services	1	WIOA
Supportive Services - Relocation Assistance	Supportive service that arranges for an individual and his/her family to move to a new residence for the purpose of accepting permanent employment.	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
Supportive Services – Special Services for Disabled	Provide participant with accommodations to assist them with participating in training and employment.	Adult/Dislocated Worker	ETA - WIOA Supportive Services; ETA - WIA Supportive Services	1	WIOA
		Youth Younger/Youth - Older	ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA
Supportive Services - Transportation Assistance	Amounts paid to ensure an individual's mobility between home and the location of employment, training and/or other supportive services.	Adult/Dislocated Worker	ETA - WIA Core Self Service; ETA - WIA Supportive Services; ETA - WIOA Basic Career Self Service Services; ETA - WIOA NDWG Basic Career Services; ETA - WIOA Supportive Services	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA
Supportive Services – Work Clothing, Equipment, Tools	Provide participant with necessary clothing for the work place or training.	Adult/Dislocated Worker	ETA - WIA Supportive Services; ETA - WIOA Supportive Services	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Supportive Services	1	WIOA
		Youth	ETA - WIOA Supportive Services	1	WIOA

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TAA Job Search Allowance	Reimburses approved expenses when an individual must travel to a scheduled job interview or conduct a job search in a geographic area outside the individual's labor market area. It must be documented that employment opportunities are not available within the individual's local labor market area.	TAA	ETA - TAA Job Search Allowance	1	TAA
TAA Relocation Allowance	Reimburses approved expenses when a participant must relocate their household to a new area of employment outside of their normal commuting area	TAA	ETA - TAA Relocation Allowance	1	TAA
TAA Subsistence Allowance	Allowance intended to provide for the costs of maintaining the TAA participant in an out-of-area locality during the period of training. Subsistence allowance may include meals and lodging.	TAA	ETA - TAA Subsistence Allowance	1	TAA
TAA Transportation Allowance	An allowance to help pay transportation expenses for individuals who must commute to a training facility outside their normal commuting distance.	TAA	ETA - TAA Travel Allowance	1	TAA
Testing Other	Administration of aptitude test that measures a broad range of general abilities found in all jobs or administration of USES Interest Inventory in which an individual indicates a "like" or "dislike" for various occupations and occupational activities. Administration of a test that is used to measure the skill or knowledge that an individual has acquired (i.e. typing).	Employment Service	ETA - JS Intensive; ETA - JS Received Staff Assisted Services	1	LE
		REA	ETA - REA Reemployment Services	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Intensive; ETA - JS Received Staff Assisted Services	1	RES
		TAA	ETA - TAA Case Management and Reemployment Services	1	TAA
Trade Readjustment (TRA) Additional	A monetary benefit that is granted only when a participant is participating in an approved training and has exhausted all rights to Basic TRA.	TRA	ETA - Additional TRA	1	TAA
Trade Readjustment (TRA) Basic	A monetary benefit intended to help participants while enrolled or participating in an approved training, conducting work searches after or in lieu of training, or have obtained a waiver from training. Basic TRA cannot be granted until the participant has exhausted all their UI benefits. The amount of Basic TRA to be paid out is based on the participant's weekly UI benefit amount.	TRA	ETA - Basic TRA	1	TAA

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Trade Readjustment (TRA) Completion	A monetary benefit granted only to a participant when: 1) The participant is governed by the 2011, 2014 & 2015 laws; 2) The participant has exhausted their Basic and Additional TRA benefits; 3) The Completion TRA funds are needed to finish the training plan; 4) The participant has met the established training benchmarks.	TRA	ETA - Completion TRA	1	TAA
Trade Readjustment (TRA) Remedial	A monetary benefit that is granted only when a participant: 1) Is governed by the 2002 & 2009 laws; 2) Is enrolled in remedial education when included in the original training plan; 3) Has exhausted all their Basic and Additional TRA benefit's.	TRA	ETA - Remedial/Prerequisite TRA	1	TAA
Transition Services	Activities that prepare youth for transition to post-secondary education and training.	Youth Younger/Youth Older/Youth	ETA - WIOA Transitional Services (Youth)	1	WIOA
Transitional Job	Time-limited work experiences the public, private or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, designed to assist in establishing a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.	Adult/Dislocated Worker/Rapid Response Additional Assistance	ETA - WIOA Training Transitional Jobs; ETA - WIOA Training	1	WIOA
UI Eligibility Review	A review to ensure that an unemployment insurance claim was processed correctly.	REA	ETA - RES Orientation	1	RES
VocRehab Referral	Received referred veteran from Vocational Rehabilitation (other than Veteran's Administration VR).	Employment Service	ETA - JS Received Staff Assisted Services	1	LE
VR&E Referral	Received referred veteran from Veteran's Administration Vocational Rehabilitation.	Employment Service	ETA - JS Received Staff Assisted Services	1	LE
Wage Subsidy	Amounts paid to TAA participants who become re-employed and qualify for the ATAA or RTAA programs.	R/ATAA	ETA - TAA Wage Subsidy(A/RTAA)	1	TAA
Waiver	TAA participant has been issued an Initial Waiver from TAA Training, ensuring ongoing eligibility for TRA Basic Benefits; a waiver must be updated monthly and cannot exceed 6 months in duration.	TAA	ETA - TAA Training Waivers	1	TAA

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Work Experience	<p>Work experiences are designed to enable the participant to gain exposure to the working world and its requirements. Work experience should help the participant acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the participant.</p> <p>Work experiences may include the following:</p> <ol style="list-style-type: none"> 1) Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS) 2) Exposure to various aspects of an industry; 3) Progressively more complex tasks; 4) Internships and job shadowing; 5) The integration of basic academic skills into work activities; 6) Supported work, work adjustment, and other transition activities; 7) Entrepreneurships; and 8) Other elements designed to achieve the goals of work experience. (*WS, *OS) 	Adult/Dislocated Worker	ETA - WIA Intensive; ETA - WIOA Individualized Career Services; ETA - WIOA NDWG Individualized Career Services	1	WIOA
		Youth Younger/Youth Older	ETA - WIA Employment Services (Youth)	1	WIOA
		Youth	ETA - WIOA Employment Services (Youth); ETA - WIOA Work Experiences (Youth)	1	WIOA
Workforce Information Services	<p>When recording services in the Labor Exchange system for services that are not specifically detailed elsewhere. Some examples of services covered under this item are: providing state and federal civil service information and applications, providing information about training and apprenticeship.</p>	Adult/Dislocated Worker/Rapid Response/Rapid Response Additional Assistance	ETA - WIA Core Self Service; ETA - WIA Core Staff Assisted; ETA - WIA Workforce Information Services; ETA - WIOA Basic Career Self Service Services; ETA - WIOA Basic Career Services; ETA - WIOA NDWG Basic Career Services	1	WIOA
		Employment Service	ETA - JS Received Staff Assisted Services; ETA - JS Workforce Information Services	1	LE
		REA	ETA - JS Received Staff Assisted Services; ETA - JS Workforce Information Services; ETA - REA First REA Activities	1	RES
		REA EUC	ETA - REA Reemployment Services - EUC	1	RES
		RES	ETA - JS Received Staff Assisted Services; ETA - JS Workforce Information Services; ETA - RES Job Placement and Referral	1	RES

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Workforce Preparation Activities	Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment.	Adult/Dislocated Worker/Rapid Response Additional Assistance	ETA - WIOA Individualized Career Services	1	WIOA
WOTC Eligibility Determination	Determination of individual's eligibility for the WOTC-WTS tax credit program and issuance of a conditional certification.	Employment Service	ETA - JS Received Staff Assisted Services	1	LE

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