

Appendix II. Allowable Activities Glossary

This appendix provides definitions for allowable activities under the P2E Initiative and includes information on entering data on services provided under the Initiative into the CalJOBS system. A full list of CalJOBS activity codes can be found in [WSIN 17-09](#) and [WSDD-202](#). This table should be used as a general guide for practitioners. Practitioners should use the CalJOBS activity codes that most accurately correspond to the services rendered.

Allowable Activity	CalJOBS Code	Code Definition
English Language Improvement Training	214 Adult Literacy, Basic Skills or GED	A youth participant received basic skills training including, but not limited to: reading comprehension, math computation, writing, speaking, listening, problem solving, and reasoning.
English Language Improvement Training	222 English as a Second Language Service (ESL)	A participant attended an English as a Second Language (ESL) program
Basic skills and adult education	214 Adult Literacy, Basic Skills or GED	See definition above
Basic skills and adult education	324 Adult Education with Training Services	A participant, in consultation with an employment counselor, enrolled in Adult Education that incorporates an Occupational Skills Training program selected from the CA ETPL that confers industry-valued skills in priority industry sectors, and is paid for with a pre-approved Individual Training Account. The participant must also be enrolled in one of the following activities: 300, 301, 302, 305, 306, 320, 323, 325, 330, 346, or 416.
High School diploma and GED acquisition	214 Adult Literacy, Basic Skills or GED	See definition above

Allowable Activity	CalJOBS Code	Code Definition
<p>High School diploma and GED acquisition</p>	<p>224 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>
<p>Skills and vocational training that aligns with regional labor market needs identified as part of the California WIOA regional planning process</p> <p>Skills and vocational training that aligns with regional labor market needs identified as part of the California Workforce Innovation and Opportunity Act regional planning process</p>	<p>300 Occupational Skills Training (Approved ETPL Provider)</p>	<p>The participant enrolled in a California (CA) Eligible Training Provider List (ETPL) training program designed to provide the technical skills necessary to perform a specific job or group of jobs.</p>
<p>Skills and vocational training (as above)</p>	<p>302 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</p>

Allowable Activity	CalJOBS Code	Code Definition
		development, securing financing, general business law concepts, employee management, and the understanding of marketing concepts.
Skills and vocational training (as above)	304 Customized Training	<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> <ul style="list-style-type: none"> • The participant is not earning a self-sufficient wage as determined by Local Board policy. • The above paragraph's requirements are met. <p>The customized training relates to on-the-job training contracts for employed workers, or other</p>

Allowable Activity	CalJOBS Code	Code Definition
		appropriate purposes identified by the Local Board.
Skills and vocational training (as above)	305 Skills Upgrading and Retraining	A participant was provided training to upgrade his/her skills, and/or to retrain.
Skills and vocational training (as above)	306 WIOA Prerequisite Training	A participant enrolled in the required prerequisite training/coursework prior to entry into an institution's approved training program.
Skills and vocational training (as above)	307 Pre-Apprenticeship Program with Occupational Skill Training (ITA)	<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). In addition, the PA program provides occupational skills training that leads to an industry-recognized certificate, credential, or license upon completion.</p> <p>If the PA training does not provide occupational skills training that leads to an industry-recognized certificate, credential, or license, the Pre-Apprenticeship Training (224)</p>

Allowable Activity	CalJOBS Code	Code Definition
		activity code should be utilized.
Skills and vocational training (as above)	308 Incumbent Worker Training	The participant participated in an incumbent worker training designed to meet the needs of an employer or group of employers in an effort to help avert potential layoffs, or for the employee to obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees
Skills and vocational training (as above)	322 Job Readiness Training	A participant received training regarding the skills necessary to be successful in the workplace. The training provided the participant with specific occupational competencies needed to perform specific tasks on the job. These competencies include, but are not limited to, how to communicate in an office environment, how to function as part of a team, and how to work in a deadline-driven workplace. This code must be applied in conjunction with one of the following codes: 1. Occupational skills training, including training for nontraditional employment (300)

Allowable Activity	CalJOBS Code	Code Definition
		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)
Skills and vocational training (as above)	323 Workplace Training & Cooperative Education	A participant attended a training program that combined workplace training with related instruction. This definition includes cooperative education programs.
Skills and vocational training (as above)	324 Adult Education with Training Services	See previous definition above.
Skills and vocational training (as above)	325 Apprenticeship Training	A participant enrolled into a Registered Apprenticeship Program listed on the CA ETPL
Skills and vocational training (as above)	328 Occupational Skills Training (non ETPL provider, non-formula)	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 CA ETPL.

Allowable Activity	CalJOBS Code	Code Definition
		This code cannot be used for formula ITAs.
Skills and vocational training (as above)	439: Educated Offered Concurrently w/ Workforce Prep and Training	Participant enrolled in an integrated education and training model that teaches workforce preparation activities, basic academic skills, and hands-on occupational skills training within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. While programs developing basic academic skills, which are included as part of alternative secondary school services and dropout recovery services, workforce preparation activities that occur as part of a work experience, and occupational skills training can all occur separately and at different times, this program activity code refers to the concurrent delivery of these services which make up an integrated education and training model.
Work experience	219 Work Experience	A participant took part in a planned, structured learning experience that took place in a private, for-profit, non-profit, or public sector workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate.

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On-the-job training	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.
Stipends for trainees	183 Supportive Service: Incentives/Bonuses	A participant received an incentive or bonus that enabled him/her to participate in career services or training activities. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.
Earn and Learn Training	183 Supportive Service: Incentives/Bonuses	See previous definition above.

Allowable Activity	CalJOBS Code	Code Definition
Earn and Learn Training	214 Adult Literacy, Basic Skills or GED See definition above	See previous definition above.
Earn and Learn Training	218 Internship	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.
Earn and Learn Training	224 Pre-Apprenticeship Training	<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>
Earn and Learn Training	307 Pre-Apprenticeship Program w/Occupational Skill Training (ITA)	See previous definition above.
Earn and Learn Training	308 Incumbent Worker Training	The participant participated in an incumbent worker training designed to meet the needs of an employer or group of employers in an effort to help avert potential

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		layoffs, or for the employee to obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees.
Earn and Learn Training	321 Transitional Job	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.
Earn and Learn Training	325 Apprenticeship Training	See previous definition above.
Industry Certifications	Refer to Credential Attainment Section	Refer to Credential Attainment Section
Preapprenticeship programming offered in a manner that is consistent with the requirements of Section 14230, regardless of whether the preapprenticeship program funding source includes	224 Pre-Apprenticeship Training	See previous definition above.

Allowable Activity	CalJOBS Code	Code Definition
California Workforce Innovation and Opportunity Act funds		
Preapprenticeship programming (as above)	307 Pre-Apprenticeship Program with Occupational Skill Training (ITA)	See previous definition above.
Mentoring	213 Mentorship	A participant was paired with a mentor experienced in one or more areas that would benefit the participant. The mentor shared their knowledge, wisdom, and experience with the participant, and facilitated learning through methods such as instructing, coaching, providing experiences, modeling, and advising. The mentorship could include a contract for learning and should last for a specified period of time.
Other remedial education and work readiness skills	215 Short-term Prevocational Services	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
Other remedial education and work readiness skills	221 Financial Literacy Education	A participant received financial literacy services that support the ability to do one or more of the following: 1. Create household budgets, initiate savings plans, and

Allowable Activity	CalJOBS Code	Code Definition
		<p>make informed financial decisions about education, retirements, home ownership, wealth building, or other savings goals.</p> <ol style="list-style-type: none"> 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. <p>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</p>
Other remedial education and work readiness skills	322 Job Readiness Training	See previous definition above.
Other remedial education and work readiness skills	406	A Youth participant received tutoring, study skills training,

Allowable Activity	CalJOBS Code	Code Definition
	Tutoring, Study Skills Training & Instruction	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.
Other remedial education and work readiness skills	410 Leadership Development Services	<p>A Youth participated in leadership development opportunities that encourages leadership development, responsibility, confidence, employability, self-determination, and other positive social behaviors. Activities may include the following:</p> <ul style="list-style-type: none"> • Exposure to postsecondary educational possibilities. • Community and service learning projects. • Peer-centered activities, including peer mentoring and tutoring. • Organizational and team work training, including team leadership training. • Training in decision-making, including determining priorities and problem solving.

Allowable Activity	CalJOBS Code	Code Definition
		<ul style="list-style-type: none"> • Citizenship training, including life skills training such as parenting and work behavior training. • Civic engagement activities which promote the quality of life in a community. • Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.
Supportive services under the California Workforce Innovation and Opportunity Act	109 Referred to Community Resource	AJCC staff—via phone call, email, or other means of direct contact—initiated a referral to a community resource on behalf of a participant.
Supportive services under the California Workforce Innovation and Opportunity Act	180 Child / Dependent Care	<p>A participant received assistance with child care or dependent care that enabled him/ her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce	181 Transportation Assistance	A participant received assistance with transportation that enabled

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Innovation and Opportunity Act		<p>him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	182 Medical	<p>A participant received assistance with medical services that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	183 Incentives / Bonuses	See previous definition above.
Supportive services under the California Workforce Innovation and Opportunity Act	184 Temporary Shelter	<p>A participant received assistance with temporary shelter that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including</p>

Allowable Activity	CalJOBS Code	Code Definition
		follow-up services) or training activities.
Supportive services under the California Workforce Innovation and Opportunity Act	185 Other	<p>A participant received assistance that was necessary to enable the individual to participate in career services or training 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> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	186 Seminar / Workshop Allowance	<p>A participant received an allowance to attend an employment-related seminar or workshop.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	187 Job Search Allowance	A participant received an allowance to purchase items necessary for conducting a successful job search.

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		Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.
Supportive services under the California Workforce Innovation and Opportunity Act	188 Tools / Clothing	<p>A participant received assistance with employment-related attire or tools for the purpose of obtaining or retaining employment.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	189 Housing Assistance	<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> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce	190 Utilities	AJCC staff provided and/or arranged for a participant to

Allowable Activity	CalJOBS Code	Code Definition
Innovation and Opportunity Act		<p>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> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	191 Educational Testing	<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> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	192 Post-Secondary Academic Materials	<p>A participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in post-secondary education classes.</p>

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		Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.
Supportive services under the California Workforce Innovation and Opportunity Act	326 Needs Related Payments (Training)	<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 services. In order to qualify for needs-related payments, 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> <p>Please note – the maximum level of needs-related payments must be established by the Local WDB.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	327 Training Allowance	<p>The participant received an approved training allowance required in conjunction with his/her original training or education. The training allowance may be utilized to pay for training-related applications, tests, and certifications. For example, a participant with a nursing degree received a training allowance for CPR training.</p>

