

X = Initiate Participation and/or Extend Enrollment	<b>WIOA.49 EmployMT Activity Tracking and Program Services Definitions</b>	X = Initiate Denominator in MSG Outcome	X = Initiate Denominator in Credential Outcome	X = 14 Youth Program Elements* (Youth Provider only)
<b>Screening</b>				
	<b>Assessment</b> Initial assessment of skills and interests, challenges or stressors, legal issues, employment barriers or additional barriers to finding or retaining employment.  <b>This service is for all clients</b>			
<b>Eligibility</b>				
	<b>Eligibility</b> Determination of eligibility to receive assistance.			
<b>IEP/ISS</b>				
X	<b>Objective Assessment/In activity tracking</b> Objective assessment of skills by administering/participating in skills testing, such as reading/math, aptitude, interest, work maturity tests, and medical/mental health evaluations, work history, strengths, goals.			
X	<b>Comprehensive Assessment</b> Comprehensive and specialized assessments of the skill levels and service needs including work history, strengths and goal. Which may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. It will trigger participation after eligibility has been determined and the client has received a Wagner Peyser service. This is the first activity that will be documented under Activity Tracking.			
<b>Activity Tracking</b>				
<b>Activity Type</b>				
<b>Basic Career Service (Information Only)</b>				
	<b>Benefit Programs (SNAP, Medicaid, etc.)</b> Provision of accurate information relating to the availability of low-income programs.			
	<b>Community Partners/Resources</b> Provision of accurate information relating to the availability of supportive and follow-up services, including child care and transportation available in the local area, and referral to such services as appropriate.			
	<b>One-Stop Resources</b> Provision of information regarding how the local area is fulfilling performance measures and any additional performance information with respect to the one-stop delivery system in the local area. Provide intake and orientation services (which may include worker profiling) available through the one-stop delivery system.			
	<b>UI Contact/System Access Information</b> Provision of information regarding filing claims for unemployment compensation.			
	<b>Workforce Information Services (Information on Performance and Program Costs Associated with Eligible Training Provider List)</b> Provision of performance information and program cost information on eligible providers of training services, youth activities, adult education, postsecondary vocational education, vocational education activities available to school dropouts under Carl Perkins, and vocational rehabilitation program activities.			
	<b>Labor Market Information</b> Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas. Labor Market Information (LMI) must be provided to clients in every program.			X
	<b>Events/Workshops</b> assistance with workshops and events related to Workforce Development. Client attends a scheduled workshop at a local AJC.	Provision of		
<b>Activity Tracking</b>				
<b>Activity Type</b>				
<b>Basic Career Service (Staff-Assisted)</b>				

X	<b>Career Information/Basic Guidance</b> Provide guidance and career counseling either one-on-one to an individual or in a group setting, including peer groups. This can include career and job search planning information and support, as well as referrals to other types of counseling services, as needed and appropriate for the client.			
X	<b>Initial Assessment</b> Initial assessment of skills and interests, challenges or stressors, legal issues, employment barriers or additional barriers to finding or retaining employment.			
X	<b>Job Search Activities</b> WIOA Case Manager provides services to assist clients in job search for employment.			
X	<b>UI Assistance</b> meaningful assistance to a job seeker in filing claims for unemployment compensation.	Provision of		
X	<b>Employer-Customer Connect</b> between an employer and potential employee who has the skills the employer is seeking. This is not used for making a referral to a job posting, but rather a warm handoff between employer and job seeker.	Connection		
X	<b>Rapid Response</b> Provide information about services available to dislocated workers. Rapid response encompasses the activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation. This service can be provided one-on-one or in a group setting.			
<b>Activity Tracking</b>				
<b>Activity Type</b>				
<b>Individualized Career Services (Staff-Assisted)</b>				
X	<b>Career Counseling and Planning</b> comprehensive guidance and career counseling either one-on-one to an individual or in a group setting, including peer groups. This can include career and job search planning information and support, career awareness, career counseling and career exploration, labor market and employment information as well as referrals to other types of counseling services, as needed and appropriate for the participant.	Provide		
X	<b>Comprehensive Assessment</b> assessment of skills by assessing skills testing results and utilizing them to help determine a customer's employment/career goals. These skills testing results may include reading/math, aptitude, interest, work maturity tests, and medical/mental health evaluations.	Objective		
X	<b>Individual Employment Plan/ISS Update</b> Development/Update of an individual employment plan (IEP) to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the client to achieve the employment goals. Development/Update of an individual service strategy (ISS) to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the client to achieve the employment goals.			
X	<b>Interviewing &amp; Other Pre-Vocational Skills</b> short term prevocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for unsubsidized employment or training.	Provision of		
X	<b>Youth Only-Post Secondary Prep &amp; Transition Activities</b> Activities that help youth prepare for and transition to post-secondary education and training			X
X	<b>Skill &amp; Interest Assessments</b> services including identification of skills and areas of expertise including transferrable skills, interests, likes and dislikes among job-related activities.	Provision of		
X	<b>Youth Only-Tutoring, Study Skills Training and Dropout Prevention</b> Leads to a high school diploma or its equivalent. This element includes evidence-based drop-out prevention and recovery strategies. Can be provided one-on-one or in a group. School Services or Dropout Recovery Services-Provides basic education skills training, individualized academic instruction, and ESL services for youth in an alternative secondary school setting. Provided to youth who have struggled with traditional secondary education setting.	Alternative Secondary		X

X	<b>Unpaid Internship</b> opportunity directly linked to a career	Internship			
X	<b>DVOP Intensive Services</b> includes the provision of a combination of a comprehensive assessment of education, skills and abilities, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals, group and individual career coaching, short term pre-vocational services that may include development of learning and communication skills, interviewing skills, personal maintenance skills and professional conduct to prepare individuals for career goals and the development of a participant employment plan that identifies employment goals, interim objectives and appropriate services that will enable employment goals to be met.	This			
<b>\$\$\$\$ Funded Services</b>					
<b>Training/Classroom Learning Type</b>					
X	<b>Customized Training \$\$\$</b> Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.		X		X
X	<b>Entrepreneurial Training \$\$\$</b> Training designed to provide the knowledge and skills necessary to start a business. Provides the basics of starting and operating a small business. Upon completion of the training the participant must develop a business plan		X	X	X
X	<b>Occupational Skills Training \$\$\$</b> Occupational skills training, including training for nontraditional employment and for training programs operated by the private sector.		X	X	X
X	<b>Skills Upgrade &amp; Retraining \$\$\$</b> These are courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.		X	X	X
X	<b>Apprenticeship \$\$\$</b> Classroom training and on-the-job training combination that leads to skilled labor status. Programs must be approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency.		X	X	X
<b>\$\$\$ Funded Services</b>					
<b>Supportive Service Type</b>					
X	<b>Childcare/Dependent Care \$\$\$</b> A service provided to ensure proper care of children while the parent or guardian is participating in an employment and training program. A person in the participant's immediate or extended family may perform childcare only after all other sources of day care have been exhausted. The payment shall be made to the childcare provider, not the participant. dependent care costs may be paid at the local documented rate. The child or dependent care provider must be licensed and/or registered. If no licensed and/or registered provider of care is available or adequate, the case manager will make a note indicating the situation prior to providing payment to the non-licensed or non-registered provider.				X
X	<b>Direct Pay Travel Expenses (mileage, meals, lodging) \$\$\$</b> Assistance with costs out of the area for training mileage, meals and lodging that are incurred for the client to attend training out of the area.				
X	<b>Needs-Related Payments \$\$\$</b> direct financial assistance to clients for the purpose of enabling individuals to participate in training. See Supportive Service Policy for additional information.	Provide			
X	<b>Disability Accommodations \$\$\$</b> Reasonable accommodations for individuals with disabilities for participants attending training or for securing or obtaining employment				
X	<b>Secondary Education or Related Expenses \$\$\$</b> Activities that help prepare for and transition to post-secondary education and training				

X	<p><b>Training-Related Materials/Supplies \$\$\$</b>                      Payment of costs related to training programs. This service is used when paying a vendor other than the training provider for these goods/services. Training-related purchases may include books, uniforms or other clothing required for training, or supplies (e.g., tools, specialized computer software) required to start, continue, or complete a training program. This service should only be used in cases where an ITA has been established, and items are not purchased from the training facility. This is included on page 2 of the ITA.</p>			
X	<p><b>Employment Related Expenses \$\$\$</b>                      Purchase of materials/supplies that are required to start or retain employment. This includes items such as tools and computer software, uniforms or other clothing required for work, drug testing, and background checks.</p>			
X	<p><b>Health Related Expenses \$\$\$</b>                      Services of a one-time nature, such as a physical examination, prescription drugs, prescription eyeglasses, immediate dental care, and mental health care which are needed to enable an individual to participate in any training or re-employment activity.</p>			
X	<p><b>Housing \$\$\$</b>                      Housing assistance includes supportive service payments for rent. Payments are <b>not allowed</b> for titled or deeded items or when recovery of the expense is anticipated. Such items include: rent deposits or housing deposits; mortgage payments; homeowners insurance; and property taxes.</p>			
X	<p><b>Other Supportive Services \$\$\$</b>                      Services not included elsewhere which are reasonable and necessary for a WIOA client to complete their individual employment plan or individual service strategy, and/or obtain or retain employment or complete education goals. For additional information refer to the Operations Manual.</p>			
X	<p><b>Out of Area Job Search Assistance \$\$\$</b>                      Activities related to securing job openings within the United States that are outside the customer's 50 mile one-way from place of residence. Includes travel, per-diem, and lodging if appropriate. Must be approved before the activity begins. The employment plan must document that there is no reasonable expectation of obtaining suitable employment in the commuting area and there is a reasonable expectation of employment outside the commuting area. Interviews must be verified.</p>			
X	<p><b>Relocation Assistance \$\$\$</b>                      All costs such as moving van/truck rental, mileage, meals, and lodging that are incurred to relocate a client and the client's family out of the service area to begin employment.</p>			
X	<p><b>Technology and Communication Expenses \$\$\$</b>                      Assistance with the purchase of internet, computers or other devices that may assist a participant in completing training.</p>			
X	<p><b>Transportation \$\$\$</b>                      A service to ensure mobility between home and the location of employment, training and/or other supportive services. For WIOA programs, transportation assistance can include but is not limited to: intercommunity travel, automobile repair, automobile insurance, automobile registration and public transportation. Car payments and purchase of vehicles are NOT allowable.</p>			
X	<p><b>Vehicle Expenses \$\$\$</b>                      Supportive Service Policy for full explanation on what is allowed</p>	See		
<b>\$\$\$ Funded Services</b>				
<b>On-The-Job Training Type</b>				
X	<p><b>NDWG Only-Disaster Relief Employment \$\$\$</b></p>			
X	<p><b>On the Job Training (OJT) \$\$\$</b>                      Training by an employer that is provided to a paid client while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job.</p>	X (A/DW)		X
<b>\$\$\$ Funded Services</b>				
<b>Youth Only</b>				

X	<b>Adult Mentoring \$\$\$</b> Adult mentoring must last at least 12 months and may take place both during the program and following exit from the program. A formal relationship between the Youth and an adult mentor that includes structured activities where the mentor offers guidance, support and encouragement to develop the competence and character of the mentee. DOL acknowledges that in a few areas of the country finding mentors may present a burden to a program. While DOL strongly prefers that case managers not serve as mentors, the final rule allows case managers to serve as mentors in areas where adult mentors are sparse.			X
X	<b>Comprehensive Guidance and Counseling \$\$\$</b> Provides individualized counseling to clients including drug and alcohol abuse counseling, mental health counseling and referrals to partner programs as appropriate. When these services are available within the Youth provider agency, it is allowable for the youth to receive counseling from the agency, otherwise an outside agency has to provide the service.			X
X	<b>Work Experiences-WEX (Paid or Unpaid) \$\$\$</b> Planned, structured learning experience that takes place in a workplace for a limited period of time. Includes: •Internship, Paid •Job Shadowing •OJT •Pre-Apprenticeship •Summer and School Year Employment Opportunities			X
X	<b>Tutoring \$\$\$</b> Leads to a high school diploma or its equivalent. This element includes evidence-based drop-out prevention and recovery strategies. Can be provided one-on-one or in a group.			
X	<b>Youth Incentives \$\$\$</b> Payments made to Youth clients as a reward for attainment of specific goals from their ISS.			
X	<b>Youth Stipends \$\$\$</b> Payment made to Youth program clients for participation in certain activities (considered seat-time payments).			
X	<b>Leadership Development Opportunities \$\$\$</b> Opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. Includes: • Exposure to postsecondary education • Community and service learning projects • Peer-centered activities • Organizational and team work training • Decision making training including determining priorities and problem solving • Citizenship training including life skills training such as parenting and work behavior • Civic engagement activities • Other leadership activities that place a youth in a leadership role such as serving on committees			X
X	<b>Workforce Preparation Activities \$\$\$</b> Workforce preparation activities, basic academic skills, and hands on occupational skills training being taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. This program element is to be used when all three are provided in an integrated education and training model.			
<b>\$\$\$ Funded Services</b>				
<b>Employment/Training Support Type</b>				
X	<b>ABE/or ESL in Conjunction with Other Training \$\$\$</b> Adult education and literacy activities provided in combination with services described in WIOA Section 134(c)(3)(D). Programs that aim to help adults acquire basic skills like reading, writing, and math while simultaneously training them for specific occupations.	X	X	X

X	<p><b>Financial Literacy Services \$\$\$</b></p> <p>Provide financial education that is age appropriate, timely and provides opportunities to put lessons into practice; provide services to help create household budgets; initiate savings plans; make informed financial decisions about education, retirement, home ownership, wealth building; other savings goals; manage spending, credit, and debt, including credit card debt, effectively; increase awareness of availability and significance of credit reports and credit scores in obtaining credit, including determining accuracy and how to correct inaccuracies in reports and scores and their effect on credit terms; support ability to understand, evaluate, and compare financial products, services and opportunities; and support activities that address particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials. Support activities that address the financial literacy needs of youth with disabilities including connecting them to benefits planning and work incentives counseling. May or may not require funding.</p>			X
X	<p><b>Secondary School Completion Services \$\$\$</b></p> <p>Basic education for individuals (16 years or older), even if they have already earned a high school diploma or GED, to help them obtain proficiencies equivalent to ninth grade level, or to improve basic skills to a level greater than that which the individual is required to have to attend a training institute or get and keep employment.</p>	X	X	X
X	<p><b>Short Term Pre-Vocational Services \$\$\$</b></p> <p>Short-term pre-vocational or job readiness services include: development of learning and communication skills, and Soft Skills development that includes interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training; a preparatory service that provides academic and/or employment-related training to clients who are in need of a short-term service to upgrade their current skills.</p> <p>Examples may be short term computer classes, software training (e.g. Excel or Word), or online access to test preparation for exams such as NCLEX or First Aid/CPR. This type of service does not provide an industry recognized certificate or credential upon completion. An example would be if the provider is paying for study materials purchased through Amazon or another organization, the test preparation may help them pass their NCLEX, CPA or Real Estate exams. This service does not provide an industry or occupational license. Additionally, this service could be considered a stepping stone to their long-term employment goal such as an RN or a Real Estate agent or broker. These are only intended as examples.</p>			
X	<p><b>Work Experience (Adult and DW) \$\$\$</b></p> <p>Work experience is a planned, structured learning experience that takes place in an employer's workplace (private for profit, non-profit, or public sector) for a limited period of time.</p>			
X	<p><b>Workforce Preparation Activities \$\$\$</b></p> <p>Workforce preparation activities, basic academic skills, and hands on occupational skills training being taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. This program element is to be used when all three are provided in an integrated education and training model.</p>			X

\*At least one of the 14 Youth Program Elements must be provided to a youth in order for the enrollment to be counted.