

## **Catawba WIA Instruction Number: PY06-009**

TO: All PY'06 WIA Contractors

ISSUANCE DATE: December 21, 2006

EFFECTIVE DATE: Immediately

SUBJECT: Activity Codes

Attached are Activity Code Summaries for Youth and Adult/Dislocated Workers, as well as Activity Code Definitions for Youth and Adult/Dislocated Workers. Please review these documents carefully and distribute them to staff.

Please note the following:

- New Activity Codes are highlighted in yellow on the Youth or Adult/DW Definition attachments.
- Please review all of the definitions and time frames completely.
  - The job-seeking activities were defined and time limits set to mirror Wagner-Peyser definitions and time frames.
- The following changes will require a review of participant records and possible system corrections due to federal reporting requirements and youth performance measure calculations:
  - Changes to the definition of 414, Basic Skills training and the addition of 433, GED training or Adult Ed (HS) will require changes for some individuals.
  - Changes to the definition of 416, Occupational Skills training ETP (Cert) and the addition of 431 Occupational Skills training ETP (No Cert) will require changes for some individuals.
  - Changes to the definition of 430, Occupational Skills training Non-ETP (Cert) and the addition of 432 Occupational Skills training Non-ETP (No Cert) will require changes for some individuals.
  - Review all participant files with activity codes of 414, 416, and/or 430 that are currently active in WIA or exited after September 30, 2005 to determine if changes need to be made.
    - VOS Coordinators can make changes to active participants by voiding the incorrect activity record, and entering a new activity record with the correct activity code.

- Changes to exited records must be submitted to the VOS Coordinator via individual or mass change notices to correct the Activity Code.
- Code 303, Job Readiness Training will be inactivated because job readiness certificates can no longer be counted as a credential for participants who begin training on 7/1/06 and forward. These services can be reported under Activity Code 215, Short-term Pre-vocational Services.
- Code 320, Private Sector Training and Code 323, Workplace Training and Cooperative Education will be inactivated. These activities seem to be covered by other activity codes.
- Changes to the definition of 214, Adult Literacy or Basic Skills to distinguish it from 327, GED training or Adult Ed (HS) will require change notices for some individuals to report them in the correct category for federal reporting.
  - Review all participant files with activity codes of 214 and/or 327 that are currently active in WIA or exited after September 30, 2005 to determine if changes need to be made.
    - VOS Coordinators can make changes to active participants by voiding the incorrect activity record, and entering a new activity record with the correct activity code.
    - Changes to exited records must be submitted to the VOS Coordinator via individual or mass change notices to correct the activity code.
- Activity records for 001, Hold must meet both the time frame and definition provided. The hold status was defined in TEGl 17-05 issued February 17, 2006. Therefore, some Hold activity records will need to be voided, or projected end dates and/or actual end dates may need to be modified. Review all Hold activity records open on 2/17/06 regardless of the actual start date of the Hold and all Hold activity records with an actual start date of 2/17/06 and forward and make appropriate changes.
- Changes to the definitions of other activity codes (except for 001, 414, 416, 430, 214, and 327) will not require any activity code changes. However, the new definitions must be used for all new activity records entered on December 18, 2006 and forward.
- Open activity records should be reviewed to ensure that the projected end dates fall within the prescribed time frame parameters. Pay special attention to the dates of the job-seeking activities, counseling activities, assessments, development of IEP/ISS, etc. where the time frames are one day to two weeks. Update projected and/or actual end dates as needed.

Any questions regarding this matter should be directed to Mary Ann McDow or me.

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Robert A. Barber  
WIA Administrator