

**DWD's Statewide Electronic Case Management System
Activity Code Definitions**

Service Code	Activity Description	Definition	New SNAP Service Activity Code	Activity Description	Who Provides this service?	Component	Duration	Max duration
101	Orientation	Orientation to Missouri Job Center or SkillUP services.	N/A	Orientation	Anyone	WIOA Career Services	1	1
102	Initial Assessment	Post this activity when you administer the Quick Guide.	S01	Initial Assessment	DWD	WIOA Career Services	1	1
103	Provision of Info on training providers, Performance Outcomes	Supply Eligible Training Provider System information to provide customer-focused employment training resources.	N/A	Provision of Info on training providers, Performance Outcomes	Anyone	Job Search Training	1	1
107	Provision of Labor Market Research	Provide workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas; information on job vacancy listings in such labor market areas; information on the job skills necessary to obtain the jobs in such labor market areas; and information relating to local occupations in demand and earnings,	N/A	Provision of Labor Market Research	Anyone	Job Search Training	1	1
111	Attended TAP Workshop	The Transition Assistance Program (TAP) provides information, tools, and training to ensure Service members and their spouses are prepared for the next step in civilian life whether pursuing additional education, finding a job in the public or private sector, or starting their own business.	S02	Attended TAP Workshop	DWD	Intensive Case Management	1	1
114	ONET	The provision of ONET products to provide job placement services for participants.	N/A	ONET	Anyone	Staff Assisted Job Search	1	1
115	Resume Preparation Assistance	The provision of resume preparation assistance to participants.	N/A	Resume Preparation Assistance	Anyone	Job Search Training	1	1
118	Outreach and Intake	Outreach, intake, and orientation to information and other services available through the one-stop delivery system	N/A	Outreach and Intake	Anyone	WIOA Career Services	1	1
121	SkillUp Education	Used when an ABAWD or Voluntary participant is in already participating in education or training when they enroll	N/A	SkillUp Education	Anyone	Education	1	1

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122	SkillUp Employment	Used when a ABAWD or Voluntary participant tells staff they have some employment	N/A	SkillUp Employment	Anyone	Unsubsidized Employment	1	1
123	Job Development Contacts (working with Employer and Job Seeker)	Contact with employer in order to develop a job order on behalf of the individual.	N/A	Job Development Contacts (working with Employer and Job Seeker)	Anyone	Staff Assisted Job Search	1	1
124	Received Bonding Assistance	Assist individual in securing no cost fidelity bonds for returning citizens and other hard-to-place job applicants who face barriers to employment.	N/A	Received Bonding Assistance	Anyone	N/A	1	1
130	Proficiency Testing	Completion of clerical test such as typing or 10-key.	N/A	Proficiency Testing	Anyone	Job Search Training	1	1
140	Referred to Other Services	The provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs. Provisions of information relating to the availability of supportive services or assistance, and referrals to those services, including but not limited to, child care, TANF, SNAP, and Medicaid.	S03	Referred to other Services	Anyone	Intensive Case Management	1	1
141	SkillUp Supportive Service (TRE)	Services required in order to complete the necessary functions to perform a job or training authorized in the Missouri Employment and Training Program (METP) Practices and Procedures Manual. (If available)	N/A	SkillUp Supportive Service (TRE)	Anyone	N/A	1	1
142	SkillUp Supportive Service (WRE)	Services required in order to complete the necessary functions to perform a job or training authorized in the Missouri Employment and Training Program (METP) Practices and Procedures Manual. (If available)	N/A	SkillUp Supportive Service (WRE)	Anyone	N/A	1	1

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144	Testing - Assessment	When giving an assessment for Basic Skills Assessment or an Aptitude test, staff can enter this activity.	N/A	Testing - Assessment	Anyone	Job Search Training	1	1
145	Unemployment Compensation Assistance	The Job Center must provide "meaningful" assistance and information to individuals seeking assistance in filing a claim for unemployment insurance compensation.	N/A	Unemployment Compensation Assistance	Anyone	N/A	1	1
148	Workshop-Career & Skills Assessment	When Staff create a Workshop Event that falls under this Workshop Category must add this activity/service to the Event so that when a client is marked as Attended, this activity/service will be placed on the clients WP app to record as a service to be counted as a Reportable Individual.	S05	Attended Workshop - Career & Skills Assessment	DWD	Job Search Training	1	1
149	Workshop-Career Advancement and Enhancement	When Staff create a Workshop Event that falls under this Workshop Category must add this activity/service to the Event so that when a client is marked as Attended, this activity/service will be placed on the clients WP app to record as a service to be counted as a Reportable Individual.	S07	Attended Workshop - Career Advancement and Enhancement	DWD	Job Search Training	1	1
150	Workshop-Educational and Personal Skills Upgrade	When Staff create a Workshop Event that falls under this Workshop Category must add this activity/service to the Event so that when a client is marked as Attended, this activity/service will be placed on the clients WP app to record as a service to be counted as a Reportable Individual.	S09	Attended Workshop - Educational and Personal Skills Upgrade	DWD	Job Search Training	1	1
151	Workshop-Job Search	When Staff create a Workshop Event that falls under this Workshop Category must add this activity/service to the Event so that when a client is marked as Attended, this activity/service will be placed on the clients WP app to record as a service to be counted as a Reportable Individual.	S12	Attended Workshop - Job Search	DWD	Job Search Training	1	1
153	CR101 Remediation	Using CR101 to increase skill level of individual towards the NCRC.	S14	CR101 Remediation	Anyone	Job Search Training	1	1
154	Career Guidance	Activities that provide individualized career pathway planning.		Career Guidance	Anyone	Job Search Training	1	1
156	DVOP INTERVIEW PREP	The DVOP has provided one on one interview prep service for a job seeker.	S16	Interview Preparation	DWD	Job Search Training	1	1

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157	DVOP RESUME PREP	The DVOP has provided one on one Resume prep service for a job seeker.	S48	Resume Preparation	DWD	Job Search Training	1	1
158	Financial Aid Information	Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not provided under WIOA.	N/A	Financial Aid Information	Anyone	Education	1	1
164	RESEA-Eligibility Review and Work Search Plan Dev	Review continued eligibility and develop work search plan with RESEA participants.	S49	Work Search Plan Development	DWD	Job Search Training	1	1
200	Individual Counseling	To advise a single participant at one time. Such counseling may be financial, vocational, or personal.	N/A	Individual Counseling	Anyone	Intensive Case Management	1	1
201	Group Counseling	To advise several participants at one time. Such counseling may be financial, vocational, or personal.	N/A	Group Counseling	Anyone	Intensive Case Management	1	1
203	Objective Assessment	Includes a review of the participant's academic and occupational skill levels, and service needs, to identify appropriate services and career pathways for the participant and to inform the individual service strategy.	N/A	Objective Assessment	Anyone	Job Search Training	1	1
204	Interest and Aptitude Testing	A testing instrument designed for the purpose of measuring and evaluating the level of an individual's ability and interest in, or preference for, specific fields or activities.	N/A	Interest and Aptitude Testing	Anyone	Job Search Training	1	1
205	Development of IEP/ISS	Developed jointly by the participant and case manager when determined appropriate by the one-stop operator or one-stop partner. The plan is an on-going strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve their employment goals.	N/A	Development of IEP/ISS	Anyone	WIOA Career Services	1	1

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213	Comprehensive Assessment	Individualized career service. Comprehensive and specialized assessments of the skills level and service needs of Adults, Dislocated Workers and SNAP recipients which may include diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate goals.	N/A	Comprehensive Assessment	Anyone	Job Search Training	1	1
215	Short Term Pre-Vocational Service	Activities designed to develop learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.	N/A	Short Term Pre-Vocational Service	Anyone	Job Search Training	1	1
218	Internships	A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for profit sector, the non-profit sector or the public sector.	S04	Internships	Anyone	Work Based Learning	90	365
220	Financial Literacy	Activities that support the participants ability to create budgets, initiate checking and savings accounts, how to manage spending, credit and debt, and the significance of credit reports.	N/A	Financial Literacy	Anyone	Intensive Case Management	1	1
221	Workforce Preparation	Workforce preparation includes activities, programs, or services designed to 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, Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and Other employability skills that increase an individual's preparation for the workforce.	N/A	Workforce Preparation	Anyone	Job Search Training	1	1

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222	English Language Acquisition	English language acquisition and integrated education and training programs.	N/A	English Language Acquisition	Anyone	Education	1	1
223	WIOA Pre-Apprenticeship	A program or set of strategies designed to enter and succeed in a registered apprenticeship program, and had a documented partnership with at least one, if not more, registered apprenticeship programs. Pre-Apprenticeships may be used to provide work experiences that can help obtain the skills needed to be placed into a registered apprenticeship. Pre-Apprenticeship services and programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship programs.	S06	Pre-Apprenticeship	DWD	Work Based Learning	90	210
225	DRJP Comprehensive Assessment	Comprehensive and specialized assessments of the skills level and service needs of DRJP participants, which may include diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate goals.	S50	Comprehensive Assessment	DWD	Job Search Training	90	90
238	DRJP Safety Course	Required course for all debris positions prior to any work on the worksite.	S51	Safety Course	DWD	Work Based Learning	5	5
239	DRJP Short Term Pre-Vocational Services	Activities designed to develop learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.	S52	Short Term Pre-Vocational Services	DWD	Job Search Training	90	90
242	DWG Workshop	This workshop is led by University of Missouri Extension Family Financial Educators to help keep control of family finances while laid off, or underemployed.	S53	Workshop	DWD	Intensive Case Management	90	90

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284	Employment & Case Management Services	<p>Services required to be provided to adversely affect workers and incumbent workers under the Trade Adjustment Assistance program that include:</p> <p>1) Comprehensive and specialized assessment of skill levels and service needs;</p> <p>2) Development of an IEP to identify employment goals and objectives, and appropriate training to achieve those goals and objectives;</p> <p>3) Information on training available in local/regional areas, information on individual counseling to determine which training is suitable training, and information on how to apply for such training;</p> <p>4) Information on how to apply for financial aid;</p> <p>5) Short-term prevocational services;</p> <p>6) Individual career counseling;</p> <p>7) Provision of employment statistics information; and</p> <p>8) Information relating to the availability of supportive services.</p>	S54	Employment & Case Management Services	DWD	WIOA Career Services	1	1
300	Occupational Skills Training - Approved Provider (ITA)	Occupation specific training provided by a public or private vendor with demonstrated training capability and paid for through individual training accounts.	S08	Occupational Skills Training - Approved Provider (ITA)	DWD	Vocational Training	90	1095
301	On-The-Job Training	Training by an employer that is provided to a participant while engaged in paid, productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training.	S11	On-The-Job Training	Anyone	Work Based Learning	90	210

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302	Entrepreneurial Training	Training designed to provide participants with the skills to start businesses of their own.	S13	Entrepreneurial Training	Anyone	Entrepreneurial Training	90	730
304	Customized Training	Training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays for a significant cost of the training, as determined by the Local Board.	S15	Customized Training	DWD	Work Based Learning	30	365
314	Apprenticeship	A program registered under the National Apprenticeship Act as a "Registered Apprenticeship."	S17	Apprenticeship	Anyone	Work Based Learning	90	1267
320	Private Sector Training	Formal training programs conducted or sponsored by private business or organized labor.	S18	Private Sector Training	Anyone	Vocational Training	90	180
323	Workplace Training & Cooperative Education	A combination of training and education, which may include both employer-based, and classroom-based training elements operated either concurrently or sequentially or an employer based program combining vocational and educational elements for which academic credit is received.	S19	Workplace Training & Cooperative Education	DWD	Vocational Training	90	180
324	Adult Educ w/ Occ. Skills Training - Approved Provider (ITA)	Occupation specific training provided by a public or private vendor with demonstrated training capability and paid for through individual training accounts.	S21	Adult Educ w/Occ. Skills Training - Approved Provider (ITA)	DWD	Vocational Training	90	730
325	Skills Upgrading and Retraining	Training designed to enhance the skills of currently employed participants who are working at less than their skill potential and have minimal or no advancement capability without gaining the skills needed to upgrade and retrain them to move them to self-sufficiency.	S22	Skills Upgrading and Retraining	Anyone	Vocational Training	90	180
328	Occupational Skills Training - Non Approved Provider (No ITA)	Trade Act only service when training provider is not on ETPS through Trade Act approval process. Other examples include 3rd party billings.	S23	Occupational Skills Training - Non Approved Provider (No ITA)	DWD	Vocational Training	60	1267

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339	Trade Basic Skills/Remediation	Enrolled in training that may include adult education, literacy activities (including English as a Second Language), remedial reading, writing, mathematics, or a combination thereof; for customers who have proficiencies below the ninth grade level or to improve basic skills to a level greater than the customer held at assessment.	S24	Basic Skills Remediation	DWD	Education	60	1267
342	Adult Education and Literacy	Adult Education and Literacy (AEL) includes activities of English language acquisition and integrated education and training programs that may be provided concurrently or in combination with services such as Occupational Skills Training, On-the-Job Training, Incumbent Worker Training, and other programs that combine workplace training with related instruction that may include cooperative education programs, and training programs offered by the private sector skill upgrading and retraining, and entrepreneurial training and transitional jobs. AEL is typically conducted in an institutional setting designed to upgrade basic educational skills in preparation for future training, future employment, or retention in present employment. It may include such curriculum as remedial reading, writing, mathematics, literacy training and study skills, English for non-English speakers, bilingual training, and High School Equivalency preparation.	S25	Adult Education and Literacy	Anyone	Education	90	365

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345	Job Readiness Training	Job readiness training should be provided in combination with Occupational Skills Training, On-the-Job Training, incumbent worker training, and other programs that combine workplace training with related instruction which may include cooperative education programs, training programs offered by the private sector, skill upgrading and retraining, entrepreneurial training, and transitional jobs. Job Readiness training is a formal classroom activity providing instruction in job seeking and job holding skills that can be augmented with such curriculum as business math and business communications. Local employers may also suggest additional curriculum based on identified shortcomings of job applicants. -On original as C.	S26	Job Readiness Training	Anyone	Job Search Training	90	90
347	Incumbent Worker Training	A program designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. -	S27	Incumbent Worker Training	Anyone	Vocational Training	90	365
348	Transitional Jobs	Time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.	S28	Transitional Jobs	Anyone	Work Based Learning	90	180
361	SkillUP Training	Enroll Skillup participants in training services after an interview, evaluation/assessment, and career planning.		SkillUP Training	Anyone	Vocational Training	75	75
368	Trade Pre-Requisite Training	This service can only be used for Trade Act eligible clients. This is NOT remedial training, but instead general course required to be accepted into a skills training program.	S55	Pre-Requisite Training	DWD	Education	60	1267
400	Summer Youth Employment Opportunities	Work experiences provided to youth during the summer months. This activity is utilized for work experiences supported by WIOA funds.	S29	Summer Youth Employment Opportunities	DWD	Work Based Learning	90	180

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401	Education for Workplace preparation	Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. This program element reflects an integrated education and training model and describes how workforce-preparation activities, basic academic skills, and hands-on occupational skills training are taught within the same timeframe and connected to training in a specific occupation, occupational cluster, or career pathway. Examples include participants enrolled in Job Corps and YouthBuild.	S30	Education for Workplace preparation	Anyone	Vocational Training	90	365
406	Dropout Prevention and Recovery	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. This would include participants enrolled in secondary and post-secondary instruction.	S31	Dropout Prevention and Recovery	Anyone	Education	90	365
408	Youth Internship - Un-Paid	A planned, structured, time-limited learning experience that takes place in a workplace. This internship will be unpaid and consistent with other laws, including the Fair Labor Standards Act. They may take place in the private, non-profit, or public sector.	S32	Internship - Un-Paid	Anyone	Work Based Learning	90	180
409	Youth - Job Shadowing	A planned, structured, time-limited learning experience that takes place in a workplace. They may take place in the private, non-profit, or public sector.	S33	Job Shadowing	Anyone	Work Based Learning	90	180

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410	Leadership Development Services	Leadership-development opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. These may include exposure to post-secondary educational possibilities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership; training in decision-making, including determining priorities and problem solving; citizenship training, including life skills training such as parenting and work behavior training; civic engagement which promote the quality of life in a community; and other leadership activities that place a youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.	S34	Leadership Development Services	Anyone	Job Search Training	90	90
411	Adult Mentoring	Mentoring must be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement. Group mentoring and mentoring through electronic means are allowable; however, the youth program must match the youth to a mentor where they interact face to face. Mentoring may include workplace mentoring. Mentoring must last at least 12 months.	S35	Adult Mentoring	Anyone	Intensive Case Management	90	365
413	Individual Service Strategies	Identifies appropriate career pathways that include education and employment goals, considers career planning and the results of the objective assessment and includes achievement objectives and services for the youth. It is directly linked to one or more performance indicators.	S36	Individual Service Strategies	Anyone	Job Search Training	90	90
415	Alternative Secondary School Services	Alternative secondary school services, or dropout recovery services, as appropriate. Participants enrolled in alternative secondary schools.	S37	Alternative Secondary School Services	Anyone	Education	90	365

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417	Comprehensive Guidance and Counseling	Activities which provide individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs as appropriate.	S38	Comprehensive Guidance and Counseling	Anyone	Intensive Case Management	90	90
418	Adult Education (AEL)	Participants enrolled in Adult Education and Literacy (AEL) classes.	S39	Adult Education (AEL)	Anyone	Education	90	365
425	Work Experience - Paid	Employment opportunities available throughout the school year. A work experience is a planned, structured learning experience that takes place in a workplace for a limited time. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.	S40	Work Experience - Paid	Anyone	Work Based Learning	90	240
426	Work Experience - Un-Paid	Employment opportunities available throughout the school year. A work experience is a planned, structured learning experience that takes place in a workplace for a limited time. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.	S41	Work Experience - Un-Paid	Anyone	Work Based Learning	90	240
427	Youth Internship - Paid	A planned, structured, time-limited learning experience that takes place in a workplace. An internship may be paid as appropriate and consistent with other laws, including the Fair Labor Standards Act. They may take place in the private, non-profit, or public sector.	S42	Internship - Paid	Anyone	Work Based Learning	90	240
431	Prepare Post Secondary Educ Opport/Employ Opp	Activities that help the youth prepare for, and transition into, post-secondary education and training. Examples would include program assistance with post-secondary application, post-secondary site visits, and participants enrolled in AEL for remediation only.	S43	Prepare Post Secondary Educ Opport/Employ Opp	Anyone	Education	90	90

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436	Labor Market Information	Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Provision of MERIC and BLS data to participants.	S44	Labor Market Information	DWD	WIOA Career Services	90	90
F06	Career development and further education planning	Follow up career development and further education planning for participants in workforce development activities authorized under WIOA who are placed in unsubsidized employment for up to 12 months after the first day of employment.	S45	Career Development and Further Education Planning	DWD	Job Search Training	365	365
F07	Assistance with Job/Work Related Problems	Follow up assistance with job/work related problems for participants in workforce development activities authorized under WIOA who are placed in unsubsidized employment for up to 12 months after the first day of employment.	S46	Assistance with Job/Work Related Problems	DWD	Job Search Training	365	365
F09	Tutoring	Follow up tutoring for participants in workforce development activities authorized under WIOA who are placed in unsubsidized employment for up to 12 months after the first day of employment.	S47	Tutoring	DWD	Education	365	365
S10	SkillUP TANF	Not a component - This service should be chosen for SNAP clients who are pregnant, 16-24 years old with and without children, and 25-59 year olds WITH children	S10	Skill Up TANF	Anyone	N/A	1	1
S20	SkillUP FNS	Not a component - This service can be chosen for any SNAP recipient.	S20	Skill Up FNS	Anyone	N/A	1	1