

## **EMPLOY FLORIDA SERVICE CODE GUIDE**



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## **PREFACE**

The Florida Department of Economic Opportunity (DEO) developed and published a Wagner Peyser (WP) service code guide in 2013. The guide has been updated to include the Workforce Innovation and Opportunity Act (WIOA) youth, adult and dislocated worker programs. The guide is designed to help Local Workforce Development Boards (LWDBs) appropriately record services and activities available to program participants based on federal law and regulations. The types of services included in this guide are:

- Basic career services,
- Individualized career services,
- Training services, and
- Follow-up services.

Services and activities may be recorded for the various workforce programs, including Wagner Peyser, WIOA, Trade Adjustment Assistance (TAA) and Veterans' programs. Service codes are documented in Employ Florida, the state's management information system, and identified in this guide by the assignment of code numbers. Each code is distinct, and has its own title and corresponding definition. The authorizing references and minimum documentation requirements are outlined for each service code.

For the Title I Adult and Dislocated Worker programs, receipt of any individualized career service or training service makes a reportable individual a participant. For basic career services, a reportable individual becomes a participant when he or she receives a service that is neither self-service nor information-only. For Title I Youth, an individual is considered a participant after satisfying all applicable program requirements, including eligibility determination, an objective assessment, development of an individual service strategy, and receipt one of the 14 WIOA Youth program elements.

## JOBSEEKER SERVICE CODES

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
1	Hold, waiting for activities or health/medical	<p>Staff-generated – Code is recorded to indicate a planned gap in service of greater than 90 days but no more than 180 days due to:</p> <ul style="list-style-type: none"> <li>a delay before the beginning of training</li> <li>the participant has a health or medical condition, or is providing care for a family member with a health/medical condition</li> <li>the participant has made a temporary move from the area that prevents him/her from participating in services.</li> </ul>	<p>A gap in service may last 90 to 180 consecutive calendar days from the date of the most recent service to allow time to address any issue that prevents continued participation. Additionally, career center staff may initiate a consecutive gap in service of up to an additional 180 days that follows the initial 180-day period, when needed, and to allow the participant more time to resolve the any issue that prevent the participant from completing program services that lead to employment. If a participant does not come back after the end of the planned gap, the exit will be retroactive to the last service</p> <p>A case note must be created explaining the reason for the gap in service and the date to re-engage in services. Recording this activity code will suspend the 90-day soft exit process.</p>	Training and Employment Guidance Letter <a href="#">17-05</a> , page 22	Yes	No
3	Self-Service Registration	System-generated. Code is recorded when a jobseeker self-registers in Employ Florida. Registration is the process for	Jobseekers who have completed a self-service registration are not participants in a program until they have been deemed eligible and	<a href="#">20 CFR 680.110</a>	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		collecting information to support a determination of eligibility. Self-service registration does not initiate participation in a program.	received a reportable service that initiates or extends participation.			
4	Self-Service Information on Training Providers, Performance Outcomes	System-generated self-service or staff-assisted. Code is recorded when a jobseeker or staff assisting a jobseeker research information on training providers and performance outcomes.	Not applicable.	<a href="#">TEGL 10-16, Change 1</a>	Yes	No
5	Self-Service Labor Market Research	System-generated self-service or staff-assisted. Code is recorded when a jobseeker or staff assisting a jobseeker looks up labor market information in Employ Florida.	Not applicable.	<a href="#">TEGL 10-16, Change 1</a>	Yes	No
6	Self-Service Job Search through Virtual One Stop (VOS)	System-generated self-service. or staff-assisted self-service. Code is recorded when a jobseeker conducts a job search in Employ Florida.	Not applicable.	<a href="#">TEGL 10-16, Change 1</a>	Yes	No
7	Self-Service Resume	System-generated self-service. or staff-assisted self-service – Code is recorded when a jobseeker or staff assisting a jobseeker completes a résumé in Employ Florida.	Not applicable.	<a href="#">TEGL 10-16, Change 1</a>	Yes	No
89	Automated Veteran Priority of Service Notification	System-Generated. Code is recorded when a jobseeker completes a registration and indicates that he or she is a veteran or eligible spouse.	Not applicable.	<a href="#">20 CFR 680.650</a>	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		Employ Florida was modified to provide this information through an information button on the site. Newly self-registering veterans and eligible spouses are presented with a “Veteran Priority of Service” button option, so that they may receive information concerning their entitlements.				
90	Skills Self-Assessment	System-generated – Code is recorded when a jobseeker completes the skills assessment in Employ Florida.	Not applicable.	20 CFR 678.430(b)	Yes	No
97	FL. Virtual Orientation, Self-Service	System-generated – Code is recorded when a jobseeker accesses a virtual session that provides an overview of the programs and services available in a career center, criteria and requirements for program participation and receipt of services.	Not applicable.		No	No
98	Online Orientation, Self-Service	System-generated – Code is recorded when a jobseeker accesses a virtual session that provides an overview of the programs and services available in the one-stop career center, criteria and requirements for program participation and receipt of services.	Not applicable.		No	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
99	511N Issued and Explained	Staff-generated – Code is recorded when staff provide MSFWs with a 511N that explains career and supportive services in their native language.	A case note is required and must include a description of the information provided to the jobseeker, such as the program components available to MSFWs at their working, living or gathering areas, by means of written and oral presentations either spontaneous or recorded, and in a language readily understood by the MSFW(s). Staff must also record when information is shared about services available from the career center, including the availability of referrals to: agricultural job orders and non-agricultural employment, training, supportive services, and the availability of testing, counseling, and other job development services.	20 CFR 653.103  Administrative Policy 03-040	No	No
100	Validate I-9	Staff-generated – Code is recorded by staff whenever a Form I-9, is completed for a jobseeker.	A case note must recorded and must include the date the Form I-9 was completed and the name of the employer for whom the form was completed.  Career center staff must ensure Form I-9 is properly completed for the jobseeker, in accordance with USCIS, and staff must confirm that the jobseeker presented acceptable documents evidencing identity and employment authorization. Staff must examine the employment eligibility	AWI FG 071  USCIS	No	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			<p>and identity document(s) presented at the time Form I-9 is being completed, to determine if the document(s) appear to be genuine, and relate to the job seeker. The job seeker must also attest to his or her employment authorization.</p> <p>** Once the I-9 has been completed, the DEO <a href="#">516INS</a> must be completed. The 516INS is the certification that is delivered to the employer.</p>			
101	Orientation, Staff-Assisted	<p>Staff-generated. Code is used to document the provision of orientation services to a jobseeker. Orientation is a structured individual or group on-site session provided by career center staff, and gives the jobseeker an overview of the programs and services available in the career center; summary criteria and requirements for program participation and receipt of services.</p> <p>Additionally, for RESEA and PREP customers, orientation includes an overview of required and optional activities.</p>	A case note must be recorded for each job seeker who attends orientation, whether in an individual or group setting, and must include a description of information provided and the date of the orientation.	<a href="#">20 CFR 678.430</a> <a href="#">TEGL 10-16, Change 1</a> <a href="#">UI Report Handbook, ETA 9038</a>	Yes	Yes
102	Initial Assessment (IA)	Staff-generated – Code is recorded by staff to identify an evaluation of	A case note is required and must record results of the assessment, to	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>a jobseeker's skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service's needs.</p> <p>For RESEA and PREP, this includes an evaluation of the jobseeker's history, education, interests and skills and that result in the identification of employment goals, barriers to employment and services needed to obtain goals. It also includes completion and review of the application; standardized testing; and interviews. Assessment includes joint development with the claimant of an Individual Service Strategy.</p>	<p>include the date of the IA and everything listed in the definition. Case notes should provide sufficient detail so that other staff can review the summary of the assessment and provide appropriate follow-up.</p>			
103	Information on Training Providers, Performance Outcomes	Staff-generated – Code is recorded when staff reviews or provides information on training providers and/or performance outcomes with a jobseeker.	A case note is required and must include at least a description of the information provided to the jobseekers. Information provided does not require an assessment by the staff member of the participant's skills, education, or career objectives.	<a href="#">20 CFR Part 680</a>	Yes	No
104	Job Search Workshop	Staff-generated – Code is recorded when jobseekers participate in a workshop or short seminar that	A case note is required and must include the topics discussed in the workshop and the date of the	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		provides techniques that enable jobseekers to perform a comprehensive job search. Each jobseeker must be provided, at minimum, labor market information, application preparation and résumé writing, interviewing techniques, networking, developing a job search plan; and instruction on following up on job leads and how to find job openings before credit can be taken. Additional topics may be discussed, at the discretion of the local area.	workshop. Each subject can be broken down into individual components; however, the components may be scheduled at separate times. Staff cannot record a workshop as completed until all mandatory components have been provided.	<a href="#">UI Reports Handbook No. 401</a>		
105	Job Finding Club	Staff-generated – Code is recorded for a jobseeker participates in and completes job finding club. The job finding club is at least one week of structured, supervised individual and/or group support where participants learn the skills necessary to obtain jobs and actively seek vacant positions. This activity must include all of the elements of the job search workshop outlined above.	A case note is required and must include the topics discussed in the workshop and the date of the workshop. Each subject can be broken down into individual components; however, the components may be scheduled at separate times. Staff cannot record a job finding club cannot be recorded as completed until all mandatory components have been provided.	<a href="#">20 CFR 678.430</a>  <a href="#">UI Reports Handbook No. 401</a>	Yes	Yes
106	Provided Internet Job Search Support / Training	Staff-generated – Code is recorded when staff provides support to a jobseeker on using the internet for job search activities. Staff may	A case note is required and must include a description of the internet support or training provided to the jobseeker.	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		assist customers with basic computer instruction such as learning the mouse, basic keyboarding, and using a computer to search job banks such as Employ Florida or CareerBuilder.		UI Reports Handbook No. 401		
107	Provision of Labor Market Research	<p>Staff-generated – Code is recorded when a jobseeker is provided with information pertaining to the socio-economic forces which may influence the employment outlook in the local labor market. Labor Market Information (LMI) provides occupational staffing and hiring patterns, working conditions, and wage information that can guide jobseekers with their job search. LMI services can be provided as often as needed, in person, or by phone or mail. However, duplication of the same “Provision of Labor Market Information” service is prohibited.</p> <p>RESEA requires that LMI be specific and unique to the customer.</p>	A case note is required and must include the specific LMI that was provided to a jobseeker. This reduces duplication and helps staff target information provided to the jobseeker. Program areas may have specific LMI requirements which may be more restrictive regarding the type of LMI that must be provided and the documentation that must be retained. Staff must consult the applicable program guidance and policy for additional instruction.	UI Reports Handbook No. 401	Yes	No
109	Case Coordinated Services	Staff-generated – Code is recorded to document coordination with community agencies and/or other federal, state and local	A case note is required and must include description of services coordinated, and must identify the community partners and governmental	20 CFR 678.430	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		governments. Community agencies may refer their clients to participate in workforce services administered by or through the career centers to meet eligibility requirements.	entities. The case note must identify the expected service to be provide by the community partner.			
110	Attended Rapid Response	Staff-generated – Code is recorded when staff provides information to a jobseeker during a rapid response event. Rapid response events are held when a company is downsizing or closing and typically involve a large number of displaced employees who may need the services offered by the career center.	A case note is required and must include the employer’s name that is the target of the rapid response. Staff must also record the rapid response event number in the designated field in Employ Florida, if available.	20 CFR 682.300 and 682.330	Yes	No
111	Transition Assistance Program (TAP) Workshop	Staff-generated – Code is recorded to document veteran participation in a TAP Workshop. TAP services are provided via a three-day workshop conducted by career center veterans’ associates, usually by the Local Veterans’ Employment Representative (LVER), to assist separating military members making the transition into civilian life.	Suggested Documentation – Identify date and location of workshop.	Florida’s Veterans’ Services Program Guide  20 CFR 1001.151	No	No
112	Job Fair	Staff-generated – Code is recorded when a jobseeker attends a structured gathering in an appointed place with jobseekers and multiple employers who are	A case note is required and must include the date of and the job fair attended. This service code must only be recorded after the jobseeker has attended the job fair. Referral to a job	2Y0 CFR 678.435	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		seeking workers. Job fairs can be provided at an employer's business location, the career center, or another designated location with prior arrangements made by or in conjunction with one-stop staff.	fair is not sufficient to record this code.	UI Reports Handbook No. 401		
113	Job Search Plan	Staff-generated – Code is recorded to identify the development of a plan (not necessarily a written plan) that includes the necessary steps and timetable to achieve employment in specific occupational, industry, or geographic area.	A case note is required and must include a description of the job search plan. It may also include job search sources, networking opportunities, organization in preparation for a job search, application submission and follow-up, other related activities.	20 CFR 678.430  UI Reports Handbook No. 401	Yes	Yes
114	Staff-Assisted Job Search	Staff-generated – Code is recorded when a job search is conducted by staff using Employ Florida, other job banks, or other means such as newspapers and other printed advertisements.	A case note is recommended. It is suggested that the jobseeker leave with one or more appropriate referrals to employment.	20 CFR 678.430  UI Reports Handbook No. 401	Yes	Yes
115	Resume Preparation Assistance	Staff-generated – Code is recorded when staff provides instruction on the content and format, and provides assistance in the development and production of résumés and cover letters.	A case note is recommended. It is suggested that each jobseeker leave with a résumé in hand.	20 CFR 678.430	Yes	Yes
116	Received Service from Staff Not Classified	Staff-generated – Code is recorded significant staff time has been extended in providing a service, to a jobseeker, which is not listed in Employ Florida.	A case note is required and must include a description of the service(s) rendered, as well as in specific actions that are required of the jobseeker. This		Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			code cannot be used to stop a jobseeker from soft exit.  This code cannot be used to record an activity for which there is an existing code.			
117	Outreach VET/MSFW/Mil Dependents	Staff-generated – Code is recorded when staff perform an outreach service to a veteran, MSFW or military spouse or dependent. The outreach may include providing information about services available to these jobseekers. This code does not commence or extend participation, but is necessary for performance of duties.	A case note is required and must include the date of the outreach and a description of what was done with the jobseeker.	20 CFR <a href="#">653.107</a>	Yes	No
118	Failed to Respond to Call-In	Staff-generated – Code is recorded to identify a jobseeker’s failure to respond to a request by staff to report to the career center.	A case note is required and must include the reason for the call-in.	20 CFR <a href="#">658.400(a)</a>	No	No
119	Recruitment Event	Staff-generated – Code is recorded when a structured event is organized and hosted by the career center for one employer seeking qualified jobseekers to fill positions.	A case note is required and must document the name of the employer and date of the event. This service code can only be recorded after the jobseeker has attended the event. Referral to a recruitment event is not sufficient to record this code.	20 CFR <a href="#">Part 653</a>	Yes	Yes
120	Use of One-Stop Resource Room / Equipment	Staff-generated – Code is recorded to indicate that a jobseeker has received staff assistance using the resource room to perform a service.	A case note is recommended to describe the services provided or used in the resource room.	20 CFR <a href="#">677.150</a>	No	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
121	Professional Placement Network (PPN)	Staff-generated – Code is recorded when a workshop geared toward the professional customer focuses on seeking employment opportunities that will lead to gainful employment or assistance with career choices and changes. There should be predetermined criteria for PPN entry and participation (e.g. bachelor’s degree, three years management experience, salary of \$30,000 or more, etc.).	A case note is required and must include the specific topic covered during each session and other essential information.	20 CFR 678.430	Yes	Yes
123	Job Development Contact	Staff-generated – Code is recorded to when staff engages in the process of securing a job interview with a public or private employer for a specific jobseeker for whom the career center has no suitable opening on file.	<p>A case note is required and must include the employer’s name, phone number, address, date of contact, and position/title of job staff is seeking for the customer.</p> <p>Case Note Example: Reviewed jobseeker’s skills with the following employer and arranged an interview for 2/3/13.  Employers Name: ABC Corp  Phone: (850) 555-2299  Contact Person: James Smith  Date of contact: 1/25/13  Position Title: Laborer  Address: 123 Main St. Tallahassee, FL.</p>	20 CFR 678.430	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
124	Received Federal Bonding Assistance	Staff-generated – Code is recorded when the federal fidelity bond paperwork has been issued for a jobseeker to DEO. This code may only be recorded by the staff writing the bond, and after the bond has been issued.	<p>A case note is required and must identify the employer, start-to-work date, and amount of bond to be issued.</p> <p>In addition to ex-offenders, bonds can be issued to ex-addicts or recovering substance abusers, persons rehabilitated through treatment for alcohol or drug abuse, individuals with poor credit or who have declared bankruptcy, individuals dishonorably discharged from the military, persons with no work history who are from families with low income and anyone who cannot secure employment without bonding.</p>	<a href="#">20 CFR 678.430</a>	Yes	No
125	Job Search/Placement Asst., Inc. Career Counseling	Staff-generated – Code is recorded when a jobseeker is assisted by staff with a job search with career counseling. This activity is designed to assist jobseekers identify and obtain tools to become employable. Career counseling is the process of helping a jobseeker define a course of action or study to become more employable and ultimately get a job. Staff helps the jobseeker get into a career that is suited to their aptitude, personality, interests, and skills. The focus is generally on issues such as career	A case note must be recorded and must include Staff provided career counseling to assist the participant in determining whether more intensive services were required to obtain employment. This could include the development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		exploration, career change, personal career development, and other career-related issues.				
126	Tax Credit Information	Staff-generated – Code is recorded when a jobseeker has been provided information regarding tax credits that employers may receive as a result of hiring the jobseeker, such as the Work Opportunity Tax Credit (WOTC). This code may also be used to record information provided about other tax credit programs for individuals, such as the Earned Income Tax Credit (EITC).	A case note recommended and should include the type of information provided to the jobseeker.	20 CFR 678.430  Work Opportunity Tax Credit	Yes	No
127	Reportable Service From DVOP/LVER	Staff-generated – Code is recorded when a Disabled Veteran Outreach Program (DVOP) staff member or Local Veterans Employment Representative (LVER) provides a service to a veteran customer which is not otherwise listed in Employ Florida.	A case note is required and must include the activity/action and the result of the action.  This code should not be used to record an activity for which there is an existing code.	Florida Veteran's Program Service Guide	Yes	Yes
128	CH 31 Vocational Rehab, Case Management	Staff-generated – Code is recorded to indicate that a veteran customer will receive case management services after being assigned to the career center by the Veterans administration. This code is for Veterans only - (Chapter 31 Vocational Rehabilitation). The	Documentation Requirement: Requires completion and documentation of an initial or objective assessment service and development of an employability plan.  Code should be recorded by DVOPs.	U.S. Department of Veterans Affairs  20 CFR 683.230	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>Vocational Rehabilitation and Employment (VR&amp;E) Program is authorized by Congress under Title 38, USC, Chapter 31 and Part 21 of the Code of Federal Regulations. It is sometimes referred to as the Chapter 31 program. This program assists Veterans with service-connected disabilities to prepare for, find, and retain suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work, this program offers services to improve their ability to live as independently as possible.</p>				
129	Veteran Case Management, Other	<p>Staff-generated – Code is recorded to identify veterans, other than Chapter 31 vets, who receive case management services from a DVOP.</p>	<p>Documentation Requirement: Requires completion and documentation of an initial or objective assessment service and development of an employability plan (EDP/ISS/IEP). This code should be recorded by DVOPs.</p>	<p><a href="#">U.S. Department of Veterans Affairs</a> <a href="#">20 CFR 683.230</a></p>	Yes	Yes
130	Proficiency Testing	<p>Staff-generated – Code is recorded to document proficiency tests that examine the level of knowledge or skill an individual has in a particular area. These types of tests demonstrate to staff and employers whether the customer can perform a job. This code may be recorded</p>	<p>Staff must document all proficiency testing for each job seeker either in a case note or under the assessment tab in Employ Florida. When using a case note, staff must record the type of test and the results. If scores are recorded under the assessment tab in Employ Florida, staff must enter a case note</p>	<p><a href="#">20 CFR 678.430</a></p>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		when the career center provides any type of proficiency testing, such as computer skills or workplace knowledge or other testing.	stating where the score is located as follows: Please refer to the assessment tab for the results.			
131	Testing/ background check as required by employer	Staff-generated – Code is recorded when career center staff provides any testing to a jobseeker or when a background check is done on a jobseeker for an employer. The type of test may vary (aptitude, personality, interest, etc.).	<p>Staff must document all testing for each job seeker either in a case note or under the Assessment tab in Employ Florida. When using a case note, staff must record the type of test and the results. If scores are recorded under the assessment tab in Employ Florida, staff must enter a case note stating where the score is located as follows: Please refer to the assessment tab for the results.</p> <p>A background check must be recorded I a case note. The name of the employer for whom the service is performed, and the date of the service must be recorded in a case note.</p>	<a href="#">20 CFR 678.430</a>	Yes	Yes
132	Testing - Other	Staff-generated – Code is recorded to document other types of testing services that may be provided by the career center beyond those specified in this guide, such as career assessments. Testing must be performed by career center staff.	Staff must document all testing for each job seeker either in a case note or under the Assessment tab in Employ Florida. When using a case note, staff must record the type of test and the results. If scores are recorded under the assessment tab in Employ Florida, staff must enter a	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			case note stating where the score is located as follows: Please refer to the assessment tab for the results.			
134	Employer Pre-Screening	Staff-generated – Code is recorded when staff pre-screen an applicant’s qualifications before providing a job referral for a suppressed job order. This code may also be used to document staff efforts to screen applicants on the referral pending review list of suppressed job orders when the screening does not result in a referral.	A case note is required and must include any job order for which a jobseeker was screened.	20 CFR 678.430	Yes	Yes
135	Local Office Contact	Staff-generated – Code is recorded to indicate that the jobseeker came into the career center as a result of a call-in.	A case note is required and must state the purpose the jobseeker was called in. This code may be recorded for the call-in, beyond any other code to indicate specific activities or services provided during the jobseeker’s visit.	Not applicable	Yes	No
136	Follow-up Contact	Staff-generated – Code is recorded to indicate that follow-up has been provided to a jobseeker, such as following up after reemployment services, job referrals, or soft exit report.	A case note is recommended and should include the reason for the follow-up and results of the follow-up contact.	20 CFR 681.580 678.430	Yes	No
153	Computer Skills Workshop	Staff-generated – Code is recorded when a group or individual session provides instruction about using any type of computer application.	A case note is recommended.	20 CFR 678.430	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
154	Social Networking Workshop	Staff-generated – Code is recorded when a group or individual session is held to provide information on how to use social networking sites to search for employment and networking opportunities. Information may be provided on the proper conduct for using various sites to contact employers or networking with other users.	A case note is recommended.	<a href="#">20 CFR 678.430</a>	Yes	Yes
155	Interviewing Skills Workshop	Staff-generated – Code is recorded when a group or individual session is held to review guidelines and best practices on how to successfully participate in an interview. Information may be provided on how to dress appropriately, a review of frequently asked questions, mock interview sessions, etc.	A case note is recommended.	<a href="#">20 CFR 678.430</a>	Yes	Yes
156	Soft Skills Workshop	Staff-generated – Code is recorded when a group or individual session is held to discuss and identify key soft skills useful in the workplace. Soft skills are those behavioral attributes which enhance a person’s job performance or career success: interpersonal communications, professionalism and work ethic, critical thinking and problem solving, teamwork, creating a self-	A case note is recommended.	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		image and reputation maintenance, etc.				
157	Financial Management Workshop	Staff-generated – Code is recorded when a group or individual session is held that provides customers with information on personal finances. Information may be provided on basic financial terminology, building a budget, money management, saving and retirement planning. This code can also be used to document a customer’s attendance at a seminar or workshop hosted by a partner organization as long as the career center is involved in the activity.	A case note is recommended.	20 CFR 678.430	Yes	Yes
159	Initial Intake Screening – DVOP Services	Staff-generated – Code is recorded to indicate a transitioning service member (TSM), veteran, or eligible spouse was screened by staff for eligibility for services from a Disabled Veteran Outreach Program (DVOP) Specialist. The service should be recorded regardless of the outcome of the intake results (i.e., eligible or not eligible for DVOP services).	Using the Veteran Intake Form or local equivalent, staff must verify if the individual meets the requirements necessary to receive services from a DVOP, as prescribed in Administrative Policy 102: Veteran Intake at Career Centers.  A case note must be created documenting the result of the screening, the specific eligibility category identified (i.e., significant barrier to employment or special	38 United States Code (U.S.C.), Chapter 41  38 U.S.C., Chapter 42  Administrative Policy 102: Veteran Intake at Career Centers	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			population), if applicable, and the outcome (i.e., who the individual was referred to).			
160	Meaningful RA Claim Assistance - Filed RA Claim	Staff-generated – Code is recorded when staff provides meaningful assistance to an individual with their Reemployment Assistance claim.	A case note is recommended.	Department of Economic Opportunity <a href="#">Reemployment Assistance Handbook</a>	Yes	Yes
161	Assistance Establishing Eligibility for Financial Aid-Adult	Staff-generated – Code is recorded when institutions of higher education, other organizations involved in college access and student financial aid, employers, workforce investment boards, and public libraries, make special efforts to provide an individual with information regarding the availability of financial aid and with non-binding estimates of the amounts of grant and loan aid the individual may be eligible for upon completion of an application form.	A case note is recommended.	<a href="#">20 U.S. Code 1092f (3)</a>  <a href="#">20 U.S. Code 1087vv – Definitions</a>	Yes	Yes
162	Trade Adjustment Act (TAA) Staff: Wagner-Peyser Initial Assessment	Staff-generated – Code is recorded by a TAA case manager to indicate a review of the trade-affected worker’s eligibility documents (list of affected workers, official Trade Readjustment Allowances (TRA)	A case note is required and must include specific details regarding the initial assessment reviewed with the individual.	Trade Act of 1974, as amended, 20 CFR <a href="#">617</a> , Trade Adjustment Assistance	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		determination, employment history, education, skills, and interests) that result in the identification of employment goals, barriers to employment, and services needed to obtain goals.		Reauthorization Act 2015 and Trade Act Participant Report (TAPR).		
163	TAA Staff: Individualized Education Plan (Training Plan)	Staff-generated – Code is recorded by a TAA case manager to identify service strategy consolidated information uncovered during an initial or objective assessment into a living document to map out the customer’s process to achieve educational and/or occupational goals. This document, prepared jointly between staff and jobseeker, summarizes the jobseeker’s strengths, barriers, services needed and/or provided, and educational and employment goals. It also includes short and long-term goals and a planned series of action steps to achieve these goals. If the customer is enrolled in training, this activity must be dated prior to the start date of training.	A case note is required to include that an IEP Training Plan has been created and the individual is being approved for remedial English for speakers of other languages (ESOL), prerequisite and/or occupational skills training. Additionally, staff should include the source used in creating the plan e.g., Employ Florida tool or hard copy document with goals, objectives and outcomes.	Trade Act of 1974, as amended, 20 CFR 617, Trade Adjustment Assistance Reauthorization Act 2015 and TAPR.	Yes	Yes
164	Veteran Entered Federal Contractor Job	Staff-generated – Code is recorded to identify applicants verified to have entered into any state or federal training program (VR&E, etc.) to which they were referred by	Not applicable.	Veterans' Employment and Training Service VETS-4212	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		career centers. Verification may be by contact (telephone or visit) with the training facility or written notification from the applicant. Written notification from the applicant can be via a 30 or 60-day follow-up letter.		41 CFR Parts 61-250 and 61-300		
165	Veteran Referred to Federal Contractor Job	Staff-generated – Code is recorded to identify the provision of priority workforce services to veteran customers in the career centers located throughout the State. These services include, but are not limited to, job referrals, job development, referrals to training and supportive services, case management, labor market information, resume assistance, employability skills workshops, etc.	Priority of Services for Veterans' include the following: Referral of qualified veterans to new job openings, especially federal contractor job orders; Prior to all non-veteran job referral activity; Job Skills Workshops and Job Clubs for veterans; Job Fairs for veterans; LWDB web sites promoting services to veterans; Job referrals via e-mail; Veterans Stand Downs.	Veterans' Employment and Training Service VETS-4212 –  41 CFR Parts 61-250 and 61-300	Yes	Yes
169	Referral to Supportive Service - Relocation Assistance	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services. This includes out-of-area job search assistance and relocation assistance.	A case note is required and must include to where the individual was referred for relocation assistance.	20 CFR 678.430	Yes	No
170	Referral to Supportive Service - Family Care	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or	A case note is required and must include a description of family care assistance the individual was referred for.	20 CFR 680.900	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		training opportunities are referred to family care supportive services				
171	Referral to Supportive Service - Medical	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to medical supportive services	A case note is required and must a description of the medical assistance the individual was referred for.	20 CFR 680.900	Yes	No
172	Referral to Supportive Service - Incentives/Stipends	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services for incentives/stipends	A case note is required and must include a description of the incentives/stipends assistance the individual was referred for.	20 CFR 680.900	Yes	No
173	Referral to Supportive Service - Temporary Shelter	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services for temporary shelter	A case note is required and must include description of the temporary shelter assistance the individual was referred for.	20 CFR 680.900	Yes	No
174	Referral to Supportive Service - Other (Non-Federal/State)	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services beyond those specified in this guide	A case note is required and must include a description of the non-federal/non-state supportive service and/or agency the individual was referred for assistance.	20 CFR 680.900	Yes	No
175	Referral to Supportive Service - Seminar/Workshop Allowance	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services	A case note is required and must include a description of the seminar/workshop allowance assistance to which the individual was referred.	20 CFR 680.900	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
176	Referral to Supportive Service - Job Search Allowance	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services	A case note is required and must include a description of the job search allowance assistance for which the individual was referred.	<a href="#">20 CFR 678.430</a>	Yes	No
177	Referral to Supportive Services - Federal/State	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services	A case note is required and must include to which supportive service and/or agency the individual was referred for federal/state assistance.	<a href="#">20 CFR 680.900</a>	Yes	No
178	Referral to Supportive Service - Transportation Assistance	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services	A case note is required and must include a description of the transportation assistance the individual was referred for.	<a href="#">20 CFR 680.900</a>	Yes	No
179	Outside Web-Link Job Referral	System-generated – Code is recorded when staff assists a jobseeker with a job search and clicks on the “get more information” link on a spidered/external job. It also records when the jobseeker clicks on the link. Spidered/external jobs are vacancies imported into Employ Florida from other job search sites such as Career Builder.	Not applicable.	<a href="#">20 CFR 678.430</a>	Yes	Yes
180	Supportive Service - Family Care	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are provided family care supportive services	A case note is required and must include a description of the family care supportive service(s) provided to the individual.	<a href="#">20 CFR 680.900</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
181	Supportive Service - Transportation Assistance	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are provided transportation assistance supportive services	A case note is required and must include the specific transportation assistance supportive service(s) provided to the individual.	20 CFR <a href="#">680.900</a>	Yes	Yes
182	Supportive Service - Medical	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are provided medical supportive services	A case note is required and must include the specific medical supportive service(s) provided to the individual.	20 CFR <a href="#">680.900</a>	Yes	Yes
183	Supportive Service – Incentives / Bonuses	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are provided incentives/bonuses supportive services	A case note is required and must include the specific incentives/bonuses supportive service(s) provided to the individual.	20 CFR <a href="#">684.340</a>	Yes	Yes
184	Supportive Service - Temporary Shelter	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are provided temporary shelter supportive services	A case note is required and must include the specific temporary shelter supportive service(s) provided to the individual.	20 CFR <a href="#">680.900</a>	Yes	Yes
185	Supportive Service -Other	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are provided supportive services beyond those specified in this guide	A case note is required and must include the specific supportive service(s) beyond those specified in this guide provided to the individual.	20 CFR <a href="#">680.900</a>	Yes	Yes
186	Supportive Service - Seminar/	Staff-generated – Code is recorded when customers who face barriers	A case note is required and must include the specific seminar/workshop	20 CFR <a href="#">680.900</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
	Workshop Allowance	that hinder their employment or training opportunities are provided seminar/workshop allowance supportive services	allowance supportive service(s) provided to the individual.			
187	Supportive Service - Job Search Allowance	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are provided job search allowance supportive services	A case note is required and must include the specific job search allowance supportive service(s) provided to the individual.	20 CFR <a href="#">680.900</a>	Yes	Yes
189	Notification of Veteran Priority of Service	Staff-generated – Code is recorded when staff explains the Veteran Priority of Service (POS) to veterans. Note: This code is not exclusive to veteran staff (LVER/DVOP) and should be used by all staff.	If a Veteran does not have a Code 089 recorded on the activity service plan, staff must verbally provide POS, case note the provision, and record code 189 on the activity service plan. Handouts regarding POS alone are not sufficient to record code 189.	20 CFR <a href="#">680.650</a>	Yes	No
200	Individual Counseling	Staff-generated – Code is recorded to identify a private, face-to-face session where career center staff and a jobseeker plan to establish realistic employment related goals. The counseling must relate to choosing, changing, or adapting to a vocation. Assistance may include support in choosing or changing occupations; making a suitable job adjustment; and addressing personal issues that may limit the jobseeker's ability to achieve employment related goals.	A case note is required. The case note must state what services were provided, outcomes, and steps to be taken going forward (e.g. additional assessments, workshops, etc.) along with a timeline and dates.	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		A written plan outlining steps to move forward with obtaining employment and/or training goals is developed.				
201	Group Counseling	Staff-generated – Code is recorded to indicate when two or more participants address certain issues, problems, or situations that may be shared by the group members. Counseling may be financial, vocational, or personal.	A case note is required and must follow the same protocol listed for individual counseling.  Example: Staff provided counseling to a participant in a group setting to help the individual achieve employment goals and make decisions about employment and training opportunities.	<a href="#">20 CFR 678.430</a>	Yes	Yes
202	Career Guidance/ Planning	Staff-generated – Code is recorded to indicate the ongoing delivery of services designed to prepare and coordinate comprehensive employment plans, such as service strategies, for jobseekers to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job, education, and career counseling, as appropriate during program participation and after job placement.	A case note is required and must include the specific guidance provided and document the plan that was developed. Provide as much detail as possible about the meeting with the jobseeker and note the steps that need to be taken for him/her to reach the goals and an approximate timeline for completing them, if possible.	<a href="#">WIOA, Section 3(8)</a>	Yes	Yes
203	Objective Assessment	Staff-generated – Code is recorded when an evaluation of the academic	A case note is required and must include the specific testing used and a	<a href="#">WIOA, Section 129 (c)(1)(A)</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>and skill levels, and service needs of a jobseeker are assessed. This process includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of a jobseeker, for the purpose of identifying appropriate services and career pathways for participants. A new assessment of a jobseeker is not required if staff determines it is appropriate to use a recent assessment conducted pursuant to another education or training program.</p>	<p>summary of the results, interview and employment/education history evaluation results, barriers and strengths, and supportive service needs. The assessment in Employ Florida or a locally-developed format may be used.</p>			
204	Interest and Aptitude Testing	<p>Staff-generated – Code is recorded to identify testing that evaluates the skill levels and service needs of adults and dislocated workers that includes assessment instruments beyond basic skills assessment.</p> <p>Interest tests measure an individual’s likes and dislikes of a variety of activities. Aptitude tests measure the skills an individual has acquired through life experience, study or training.</p>	<p>A case note is required and must include the specific testing used and a summary of the results.</p> <p>Examples of testing include placement testing by colleges or universities, GATB, COPS/CAPS/COPEs, Career Key, Vocational Rehabilitation’s comprehensive vocational evaluations and/or psychological/physical capacity evaluations, other diagnostic testing, and in-depth interviewing and evaluation to identify employment</p>	20 CFR 678.430	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			barriers and appropriate employment goals.			
205	Service Strategy (IEP/ISS/EDP)	<p>Staff-generated – Code is recorded when a service strategy is developed jointly by a participant and case manager. The service strategy incorporates steps taken to identify career pathways that include education and employment goals, based in part on career planning and the results of the objective assessment. The document records the process a jobseeker will take to achieve educational and/or occupational goals, and includes a summary of the jobseeker’s strengths, barriers, services needed and/or provided, and educational and employment goals. It also includes short- and long-term goals and a planned series of action steps to achieve them.</p> <p>*For the Reemployment Services and Eligibility Assessment (RESEA) program, the EDP must focus on “occupational goals” instead of “educational goals” to meet program requirements.</p>	<p>A case note is required and must include a summary of the goals and steps to attain them, as well as a summary of the jobseeker’s strengths, barriers, services needed.</p> <p>Example: Strengths – mathematical skills (count money, balance accounts); Leadership and management skills (team lead for a team of five employees); Barriers – Transportation and childcare. Services needed – Full Employ Florida registration. Short-term goal – Obtain a cashier position for 25 – 30 hours a week in retail. Long-term goal – Complete manager trainee program for company/business and obtain a store manager position.</p> <p>Future actions – Scheduled to attend Employ Florida registration workshop at N.E. Career Center on 12/3/18 in room 234A; Follow-up appointment with Ms. Smith on 12/15/18 to review Employ Florida registration to include a completed résumé. If assistance is needed on résumé completion, a workshop is going to be held on 12/10/18 at N.E. Career Center in</p>	20 CFR 678.430	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			room 112B 3:00 p.m. – 4:00 p.m.; After follow up meeting, submit an online application for the Cashier position at <a href="http://www.needajob.com">www.needajob.com</a> no later than 3/3/19.			
206	Referred to Apprenticeship	Staff-generated – Code is recorded when referring customers interested in obtaining training to orientations or training institutions to find out more information and/or register.	A case note is required and must include to which orientation or training institution the individual was referred.	WIOA Section 3(10) <a href="#">20 CFR 678.430</a>	Yes	No
207	Referred to Job Corps	Staff-generated – Code is recorded when referring customers interested in Job Corps.	A case note is required and must include to which Job Corps site and training program the individual was referred.	WIOA, Subtitle C—Job Corps, <a href="#">Section 141</a> .	Yes	No
208	Referred to Other Federal (Non-WIOA) Training	Staff-generated – Code is recorded when staff refers an individual to a training program supported by the federal government, such as TAA. This definition does not include referrals to Job Corps (207).	A case note is required and must include to which federal training program the individual was referred.	<a href="#">20 CFR 678.430</a>	Yes	No
209	Referred to State and Local Training	Staff-generated – Code is recorded when staff refers an individual to a training program funded with monies from state and/or local agencies. This definition does not include referrals to WIOA funded training (211).	A case note is required and must include to which training program the individual was referred.	<a href="#">20 CFR 678.430</a>	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
210	Referred to Educational Services	Staff-generated – Code is recorded when referring customers interested in obtaining training to orientations or training institutions to find out more information and/or register.	A case note is required and must include to which specific educational services the individual was referred.	<a href="#">20 CFR 678.430</a>	Yes	No
211	Referred To WIOA	Staff-generated – Code is recorded when referring customers to the WIOA program who are interested in obtaining training to orientations or training institutions to find out more information and/or register. This definition does not include referrals to registered apprenticeship programs (206).	A case note is required.	<a href="#">20 CFR 678.430</a>	Yes	No
212	Other Career Services Not Otherwise Classified	Staff-generated – Code is recorded when Wagner-Peyser staff time is used to provide a career service that cannot be captured using any other Employ Florida service code.	A case note is required. The case note or other documentation for this code will vary depending on the type of service offered. However, staff must detail the career service that was provided and the results of that action. Note: This code should not be used to record an activity for which there is an existing code.	<a href="#">20 CFR 678.430</a>	Yes	Yes
213	Mentorship	Staff-generated – Code is recorded when a participant is paired with a mentor experienced in one or more areas that would benefit the participant. The mentor shares their knowledge, wisdom, and experience with the participant and facilitates learning through	A case note is required and must include specifics of the mentorship, including the name of the mentor, expected length of mentorship, expectations from the mentorship, and other specifics.	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		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.				
215	Pre-Vocational-Adult	Staff-generated – Code is recorded to identify short-term pre-vocational services that include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services provided to prepare individuals for unsubsidized employment or training.	A case note is required and must include to which specific pre-vocational services the individual was referred.	20 CFR <a href="#">678.430</a>	Yes	Yes
216	Out-of-area job search asst.	Staff-generated – Code is recorded when staff assists participants with out-of-area job search. The assistance is deemed appropriate based on an assessment of the participant or the participant’s individual employment plan.	A case note is required and must include on which specific areas and jobs the job search assistance focused.	20 CFR <a href="#">678.430</a>	Yes	Yes
217	Supportive Service - Relocation assistance	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are referred to supportive services. This includes out-of-area job search	A case note is required and must include to which supportive service and/or agency the individual was referred for relocation assistance.	20 CFR <a href="#">680.900</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		assistance and relocation assistance.				
218	Internships	Staff-generated – Code is recorded when an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship exists.	A case note is required and must include to which internship and/or agency the individual was referred.	20 CFR <a href="#">680.180</a>	Yes	Yes
219	Work Experience	Staff-generated – Code is recorded when work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work	A case note is required and must include to which internship and/or agency the individual was referred.	20 CFR <a href="#">680.180</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		experience setting where an employee/employer relationship exists.				
222	English as a Second Language (ESL)	Staff-generated – Code is recorded when an individual is enrolled in a program of instruction designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and that leads to attainment of the secondary school diploma or its recognized equivalent; and transition to postsecondary education and training; or employment.	A case note is required and must include in which program the individual was enrolled.	20 CFR <a href="#">678.430</a>	Yes	Yes
226	Reading and/or Math Testing	Staff-generated – Code is recorded when a reading or math test has been administered by staff (e.g. TABE test).	A case note is required and must include the name of the test administered, the results and any other pertinent information in which program the individual was enrolled.	20 CFR <a href="#">678.430</a>	Yes	Yes
230	TAA - Approved Out of Area Relocation Allowance	Staff-generated – Code is recorded when a service is provided to a trade-affected worker who has relocated outside of the commuting area for which other employment has been secured. It reimburses the worker and pays for travel, subsistence for the worker to assist him/her family, if any, to relocate	A case note is required to support the activity with details regarding the occurrence. The activity must be recorded when all pertinent information is received and approval granted for reimbursement.	Trade Act of 1974, as amended, 20 CFR <a href="#">617</a> , Trade Adjustment Assistance Reauthorization Act 2015 <a href="#">TAPR</a> .	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		within the United States including a lump-sum payment.	Documentation Required: The worker must complete a Relocation Application (DEO 860), TAA Certification of Suitable Employment (DEO MA 861A), become totally separated from the trade-impacted employer, obtained suitable employment of long-term, and has received a bona fide offer. A Relocation Application must be filed prior to the official move. Duplication of payment is prohibited under 20 CFR 617.25.			
231	TAA - Approved Out of Area Job Search Allowance	Staff-generated – Code is recorded when a service is provided to a trade-affected worker who has traveled outside of the commuting area to interview for a valid job opening. It reimburses the worker and pays for travel or subsistence to assist the worker in securing employment within the United States.	A case note is required to support the activity with details regarding each occurrence, if applicable. The activity must be recorded when all pertinent information is received and approval granted for reimbursement.  Documentation Required: The worker must complete a Job Search Allowance Application (DEO 861), TAA Certification of Suitable Employment (DEO MA 861A), become totally separated from the trade-impacted employer, active Employ Florida Job Seeker Registration. A Job Search Application must be filed prior to the	Trade Act of 1974, as amended, 20 CFR 617, Trade Adjustment Assistance Reauthorization Act 2015 <a href="#">TAPR</a> .	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			worker's actual interview. Duplication of payment is prohibited under 20 CFR 617.25.			
232	ATAA/RTAA Wage Subsidy	Staff-generated – Code is recorded to indicate benefits that are provided for a wage supplement available to workers age 50 or older who have found reemployment making less than those wages from the trade-impacted employer.	<p>A case note is required to support the activity when the Trade Unit has reviewed all information and an official determination issued approving the wage subsidy for the individual.</p> <p>Documentation Required: The worker must complete a Wage Subsidy Application by visiting the CareerSource Center, provide the first two pay statements from the reemployment hire date and the last two pay statements from the official separation date from the trade-impacted employer.</p>	Trade Act of 1974, as amended, <a href="#">TEGLs 11-02, 02-03, 22-08, 06-09, 10-11, 05-15</a> , Trade Adjustment Assistance Reauthorization Act 2015 <a href="#">TAPR</a> .	Yes	Yes
233	TAA - Scheduled Break in Training	Staff-generated – Code is recorded when a participant is in an approved training program and has been placed on a scheduled break between semesters/terms when classes needed are not available.	Documentation Required: The TAA case manager must complete the TAA Break in Training form, and record the appropriate activity in Employ Florida and submit the form to the Trade Unit via the TRA Mailbox after the beginning of the first day. The document must have the actual begin and projected end dates. Note: When the break has ended, the case manager must verify and submit the initial	Trade Act of 1974, as amended, 20 CFR <a href="#">617</a> , Trade Adjustment Assistance Reauthorization Act 2015, <a href="#">TEGLs 11-02, 02-03, 22-08</a> ,	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			Break in Training form with the actual end date for the break and record the actual end date activity in Employ Florida and resubmit the completed form closing the break to the Trade Unit at DEO.	06-09, 10-11, 05-15		
234	TAA - Unscheduled Break in Training	Staff-generated – Code is recorded when the participant is no longer participating in training during a semester/term for personal or academic reasons.	Documentation Required: The TAA case manager must complete the TAA Break in Training form, and record the appropriate activity in Employ Florida and submit the form to the Trade Unit via the TRA Mailbox after the beginning of the first day. The document must have the actual begin and projected end dates. Note: When the break has ended, the case manager must verify and submit the initial Break in Training form with the actual end date for the break and record the actual end date activity in Employ Florida and resubmit the completed form closing the break to the Trade Unit at DEO.	Trade Act of 1974, as amended, 20 CFR 617, Trade Adjustment Assistance Reauthorization Act 2015, TEGLs 11-02, 02-03, 22-08, 06-09, 10-11, 05-15	Yes	No
243	Waiver - Individual or Family Care	Staff-generated – Code is recorded when the participant has been approved for training with an anticipated start date but due to health reasons (individual or family), the individual is unable to begin training as scheduled.	Documentation Required: The TAA case manager must complete the first Waiver of Training Requirement Form prior to the enrolled in training deadline, the worker must be Reemployment Assistance (RA) eligible, collect appropriate medical certification, record the activity and	Trade Act of 1974, as amended, 20 CFR 617, Trade Adjustment Assistance Reauthorization Act 2015,	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			case note in Employ Florida for this condition and submit the documents to the Trade Unit via the TRA Mailbox. HIPAA Requirements must be satisfied. Note: For continued benefits, the waiver is required to be viewed within an every 30-day period.	TEGLs <a href="#">11-02, 02-03, 22-08, 06-09, 10-11, 05-15</a> TAPR		
244	Waiver - Enrollment Unavailable	Staff-generated – Code is recorded when the participant has been approved for training but is scheduled to begin participating in training within 60 days from the approval date. The trade-affected worker may also receive a waiver for this condition based on the individual not receiving a timely notification for which the comprehensive assessment will not be completed before the enrolled in training deadline.	Documentation Required: The TAA case manager must complete the first Waiver of Training Requirement Form prior to the enrolled in training deadline, the worker must be RA eligible, record comment on the form to support the condition selected, record the activity, case note in Employ Florida and submit the document(s) to the Trade Unit at DEO via the TAA Mailbox.	Trade Act of 1974, as amended, 20 CFR <a href="#">617</a> , Trade Adjustment Assistance Reauthorization Act 2015, TEGLs <a href="#">11-02, 02-03, 22-08, 06-09, 10-11, 05-15</a> TAPR	Yes	Yes
245	Waiver - Training Not Available	Staff-generated – Code is recorded when the participant is being considered for training approval however, there is no training that is suitable or available to start timely or at a reasonable cost, or there are no training funds available to meet the enrolled in training deadline.	Documentation Required: The TAA case manager must complete the first Waiver of Training Requirement Form prior to the enrolled in training deadline, the worker must be RA eligible, record comment on the form to support the condition selected, record the activity in Employ Florida and submit the document(s) to the Trade Unit at DEO via the TAA Mailbox.	Trade Act of 1974, as amended, 20 CFR <a href="#">617</a> , Trade Adjustment Assistance Reauthorization Act 2015, TEGLs <a href="#">11-02, 02-03, 22-08,</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
				06-09, 10-11, 05-15 TAPR		
300	Occupational Skills Training - Approved Provider (ITA)	Staff-generated – Code is recorded to indicate that occupational skills training provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area.	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.	<a href="#">20 CFR 680.200</a>	Yes	Yes
301	On-The-Job Training (OJT)	Staff-generated – Code is recorded to identify on-the-job training by an employer that is provided to a paid participant while engaged in productive work in a job that: <ul style="list-style-type: none"> <li>a. provides knowledge or skills essential to the full and adequate performance of the job;</li> <li>b. is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as</li> </ul>	A case note is required and must include the specifics related to the activities of the training assignment, the name of the organization providing training to the jobseeker, the job title, wage, length of OJT, a point of contact, the address and a phone number.	20 CFR <a href="#">680.700</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and</p> <p>c. is limited in duration as appropriate to the occupation for which the participant is 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.</p>				
302	Entrepreneurial Training	Staff-generated – Code is recorded to indicate entrepreneurial skills training that provides the basics of starting and operating a small business.	<p>Such types of training must develop the skills associated with entrepreneurship. These skills may include, but are not limited to, the ability to:</p> <ul style="list-style-type: none"> <li>a. Take initiative;</li> <li>b. Creatively seek out and identify business opportunities;</li> <li>c. Develop budgets and forecast resource needs;</li> <li>d. Understand various options for acquiring capital and the trade-offs associated with each option; and</li> <li>e. Communicate effectively and market oneself and one’s ideas.</li> </ul>	20 CFR <a href="#">680.200</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
303	Occupational Skills Distance Learning	<p>Training services lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:</p> <ul style="list-style-type: none"> <li>a. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;</li> <li>b. Be of sufficient duration to impart the skills needed to meet the occupational goal; and</li> </ul> <p>Result in attainment of a recognized postsecondary credential.</p>	A case note is required and must include the specific subjects taught and the length of training.	<a href="#">20 CFR 680.200</a>	Yes	Yes
304	Customized Training	<p>Staff-generated – Code is recorded to indicate that customized training is designed to meet the specific requirements of an employer (including a group of employers) conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays a significant portion of the cost of training.</p> <p>Customized training may be provided when the employee is not</p>	A case note is required and must include the specifics related to the activities of the training assignment and should include the name of the organization providing training to the jobseeker, a point of contact, the address and a phone number.	<a href="#">20 CFR 680.760 – 680.770</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		earning a self-sufficient wage or wages comparable to, or higher than wages from previous employment, as determined by LWDB policy. Customized training requires a contract with the employer.				
305	Skill Upgrading and Retraining	Staff-generated – Code is recorded when training services are provided for the purpose of upgrading the skills and/or retraining the participant.	<p>A case note is required and must include the specifics related to the activities of the training assignment and should include the name of the organization providing training to the jobseeker, a point of contact, the address and a phone number.</p> <p>Retraining assistance —participants shall be eligible for retraining assistance to upgrade skills by obtaining marketable skills needed to support the conversion.</p>	20 CFR <a href="#">680.200</a>	Yes	Yes
306	Transitional Jobs	Staff-generated – Code is recorded to identify paid work experience that is a transitional job which provides a time-limited work experience that is wage-paid and subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent	A case note is required and must include the name of the employer, job title, industry and the expected length of employment.	20 CFR <a href="#">680.190</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		work history, as determined by the LWDB. A transitional job is designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.				
307	Job Shadowing	Staff-generated – Code is recorded when a participant spends time one-on-one with an employee observing daily activities and asking questions about the job and industry.	Individuals participate before, during and after the job shadowing to help them understand and reflect on what is learned at the worksite. Job shadowing allows the individual to determine career compatibility and responsibilities.	<a href="#">20 CFR 678.430</a>	Yes	Yes
308	Prerequisite-Adult	Staff-generated – Code is recorded to identify coursework that a training institution requires before entry into an approved training program.	Non-credit education and remedial coursework often provide a vital opportunity to strengthen basic skills needed in order to enroll in credentialing programs and to maximize independence.	<a href="#">20 CFR 678.430</a>	Yes	No
311	WP Enrolled in Job Corps	Staff-generated – Code is recorded when a Wagner- Peyser participant has enrolled in a Job Corps training program.	A case note is required and must include the specific details related to the activities of the assignment, a point of contact, the address and a phone number.	<a href="#">20 CFR 670.400</a>	Yes	No
312	WP Enrolled in Federal Training	Staff-generated – Code is recorded when a Wagner- Peyser participant has enrolled in a federal training	A case note is required and must include the specific details related to the activities of the training assignment, the name of the	<a href="#">20 CFR 680.200</a>	Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		program other than Job Corps (could include WIOA and TAA).	organization providing training to the participant, a point of contact, the address and a phone number.			
313	WP Enrolled in State and Local Training	Staff-generated – Code is recorded when a Wagner -Peysner participant has enrolled in a state or local training program.	A case note is required and must include the specific details related to the activities of the training assignment, the name of the organization providing training to the participant, a point of contact, the address and a phone number.	20 CFR <a href="#">680.200</a>	Yes	No
314	WP Enrolled in Apprenticeship Training	Staff-generated – Code is recorded when a Wagner- Peysner participant has enrolled in a registered apprenticeship training program.	A case note is required and must include the specific details related to the activities of the training assignment, the name of the organization providing training to the participant, a point of contact, the address and a phone number.	20 CFR <a href="#">680.330</a>	Yes	Yes
315	Adult Literacy, Basic Skills, GED Prep	Staff-generated – Code is recorded to indicate that adult education and “literacy” is a measure of an individual’s ability to participate and successfully function both in the workplace and in society.  Basic skills deficient -means, with respect to an individual: a. who is a youth, that the individual has English reading,	A case note is required and must include the specific details related to the activities of the assignment.	<a href="#">20 CFR 678.430</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or</p> <p>b. who is a youth or adult, which the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.</p> <p>GED Prep: formerly General Education Diploma - GED preparation is considered a career service or a training service.</p>				
316	Incumbent Worker Training (Local)	Staff-generated – Code is recorded to indicate 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 necessary skills to retain employment and is conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker.	A case note is required and must include the specific details related to the activities of the training assignment, the name of the organization providing training to the participant, a point of contact, the address and a phone number.	20 CFR <a href="#">680.780</a>	Yes	Yes
317	Other Occupational Skills Training - Adult	Staff-generated – Code is recorded when a participant receives occupational skills training that provides specific vocational skills	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the	<a href="#">20 CFR 680.200</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Occupational skills training includes training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area.</p>	<p>name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.</p>			
318	Other Non-Occupational Skills Training - Adult	<p>Staff-generated – Code is recorded to indicate that non-occupational skills training provides specific educational skills that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area.</p> <p>Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Postsecondary classroom-based training teaches the skills necessary for a specific occupation. The</p>	<p>A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.</p>	<p><a href="#">20 CFR 680.200</a></p>	<p>Yes</p>	<p>Yes</p>

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		provider of the training must be approved by the LWDB prior to placement.				
320	Private Sector Training	Staff-generated – Code is recorded to identify training services operated by the private sector to equip individuals to enter the workforce and retain employment.	A case note is required and must include the specific details related to the activities of the training assignment, the name of the organization providing training to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 678.430</a>	Yes	Yes
323	Workplace Training & Cooperative Education	Staff-generated – Code is recorded to identify training services that combine workplace training with related instruction.	A case note is required and must include the specific details related to the activities of the training assignment, the name of the organization providing training to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 678.430</a>	Yes	Yes
324	Adult Education w/ Occupational Skills Training - Approved Provider (ITA)	Staff-generated – Code is recorded when an Individual Training Account (ITA) is established on behalf of a participant. WIOA title I adult and dislocated workers purchase training services from eligible providers they select in consultation with the case manager. Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.	<a href="#">20 CFR 680.200</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		incrementally, through payment of a portion of the costs at different points in the training course. ITAs are key tools used in the delivery of many training services.				
326	Supportive Service - Needs Related Payments	Staff-generated – Code is recorded to indicate that needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training. In order to qualify for needs-related payments a participant must be enrolled in training.	A case note is required and must include the specific details related to the supportive service/needs related payment provided to the participant.	20 CFR <a href="#">680.930</a>	Yes	Yes
327	Supportive Service - Training Allowance	Staff-generated – Code is recorded when direct payments are made to participants during their enrollment to enable them to participate in career services or training services as appropriate.	A case note is required and must include the specific details related to the supportive services provided and the activity.  Approved allowances for training needed must be in conjunction with the training or education.  Example: a participant with a nursing degree receives training allowance for CPR training.	20 CFR <a href="#">680.900</a>	Yes	Yes
328	Occupational Skills Training - Non Approv Provider (No ITA)	Staff-generated – Code is recorded to indicate that occupational skills training provides the technical skills necessary to perform a specific job or group of jobs.	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing	20 CFR <a href="#">680.200</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Postsecondary classroom-based training teaches the skills necessary for a specific occupation. The provider of the training must be approved by the LWDB prior to placement.	training to the participant, a point of contact, the address and a phone number and the length of training.			
329	Registered Apprenticeship	Staff-generated – Code is recorded to indicate that registered apprenticeships are unique, flexible training system that combine job related technical instruction with structured on-the-job learning experiences.	Training strategies for Registered Apprenticeships include: <ul style="list-style-type: none"> <li>a. Naming an apprenticeship representative to state and local workforce boards;</li> <li>b. including Registered Apprenticeship programs on the Eligible Training Provider List;</li> <li>c. promoting work-based learning to meet employer needs for skilled workers;</li> <li>d. supporting career pathways for youth through apprenticeship; and</li> </ul>	<a href="#">20 CFR 680.470</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			e. using the apprenticeship model as a key strategy in meeting the needs of business.			
330	TAA -Approved Transportation in Training	Staff-generated – Code is recorded when the participant has been approved for training but is required to travel outside of the commuting area. The distance is calculated from the participant’s residence to the training institution. LWDB must use the commuting distance definition based on your local operating procedures for TAA program participants.	<p>A case note is required and must include the specific details related to this activity where the round trip mileage is documented along with the number days per week the individual is required to travel.</p> <p>Documentation Required: The TAA case manager must have approved training documents along with mileage calculating the distance in order for the federal mileage rate to be applied and the activity recorded in Employ Florida with the actual begin and projected end dates for the approved training program. This reimbursable amount must be based on attendance record. The LWDB will decide on the process for which this benefit will be payable to the participant (weekly, bi-weekly, monthly or quarterly). Duplication of payment is prohibited under 20 CFR 617.25</p>	Trade Act of 1974, as amended, 20 CFR 617, Trade Adjustment Assistance Reauthorization Act 2015, TEGLs 11-02, 02-03, 22-08, 06-09, 10-11, 05-15 TAPR	Yes	Yes
331	TAA - Approved Subsistence in Training	Staff-generated – Code is recorded when the participant has been approved for training but is required to travel outside of the	A case note is required and must include the specific details related to this activity where the lodging requirements are documented.	Trade Act of 1974, as amended, 20 CFR 617, Trade	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		commuting area for which lodging and meals may be authorized based on federal travel regulations.	Documentation Required: The TAA case manager must have approved training documents along with the training institution's course requirements that overnight lodging is necessary and the activity recorded in Employ Florida with the actual begin and end dates. This reimbursable amount must be supported by school records. The LWDB will decide on the process for which this benefit will be payable to the participant (weekly, bi-weekly, monthly or quarterly). Note: Duplication of payment is prohibited under 20 CFR 617.25	Adjustment Assistance Reauthorization Act 2015, TEGLs <a href="#">11-02, 02-03, 22-08, 06-09, 10-11, 05-15 TAPR</a>		
332	TAA - Approved On-the-Job Training	Staff-generated – Code is recorded when the participant has been approved for training for which the training is provided by the employer. The employer pays 50 percent of the training cost and the TAA program pays 50 percent. On-the-Job training may be provided when the individual meets the conditions for approval of training, and who has been hired by the employer, while the individual is engaged in productive work which provides knowledge and skills	Documentation Required: The TAA case manager must have approved training documents, an executed contract/agreement between the LWDB and employer for the participant's training position, activity recorded in Employ Florida and documents submitted to the Trade Unit at DEO via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25	Trade Act of 1974, as amended, 20 CFR <a href="#">617</a> , Trade Adjustment Assistance Reauthorization Act 2015 <a href="#">TAPR</a> .	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		essential to the full and adequate performance of the job.				
333	TAA - Approved Customized Training	Staff-generated – Code is recorded when the participant has been approved for customized training that is designed to meet the special requirements of an employer or group of employers; is conducted with a commitment by the employer to hire an individual upon successful completion of the training; and the employer pays for a significant cost of the training, as determined by the LWDB. When it is determined that the employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment, the LWDB will require a contract with the employer.	Documentation Required: The TAA case manager must have approved training documents, an executed contract/agreement between the LWDB and employer for the participant’s training position, activity recorded in Employ Florida and documents submitted to the Trade Unit at DEO via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25	Trade Act of 1974, as amended, 20 CFR <a href="#">617</a> , Trade Adjustment Assistance Reauthorization Act 2015 <a href="#">TAPR</a> .	Yes	Yes
334	TAA - Approved Occupational Skills Training	Staff-generated – Code is recorded when the participant has been approved for skills training which is structured, competency-based usually with a set curriculum or learning plan that teaches the student job specific skills needed to perform actual tasks and functions required by particular jobs or occupational clusters.	Documentation Required: The TAA case manager must have approved training documents, activity recorded in Employ Florida and documents submitted to the Trade Unit at DEO via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25	Trade Act of 1974, as amended, 20 CFR <a href="#">617</a> , Trade Adjustment Assistance Reauthorization Act 2015 <a href="#">TAPR</a> .	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
335	TAA - Approved Remedial Training	Staff-generated – Code is recorded when the participant has been approved for entry level training to increase areas of study in basic skills (reading, math, language) to allow the individual to meet entry level requirements of a skills training program.	Documentation Required: The TAA case manager must have approved training documents, activity recorded in Employ Florida and documents submitted to the Trade Unit at DEO via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25	Trade Act of 1974, as amended, 20 CFR 617, Trade Adjustment Assistance Reauthorization Act 2015 TAPR.	Yes	Yes
336	TAA - Approved ESOL Required Only	Staff-generated – Code is recorded when the participant has a language barrier and is in need of English for Speakers of Other Languages (ESOL) but has skills necessary to obtain employment.	Documentation Required: The TAA case manager must have approved training documents, activity recorded in Employ Florida and documents submitted to the Trade Unit at DEO via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25	TEGLs 11-02, -02-03, 22-08, 06-09, 10-11 and 05-15	Yes	Yes
337	TAA Prerequisite Training	Staff-generated – Code is recorded when the participant has been approved for college-level prerequisite classes. These type courses are often required prior to enrolling in the program. Typically, prerequisite courses are outlined in the program of study.	Documentation Required: The TAA case manager must have approved training documents, activity recorded in Employ Florida and documents submitted to the Trade Unit at DEO via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25	Trade Act of 1974, as amended, 20 CFR 617, Trade Adjustment Assistance Reauthorization Act 2015, TEGLs 11-02, 02-03, 22-08, 06-09, 10-11, 05-15	Yes	Yes
338	TAA Apprenticeship Training	Staff-generated – Code is recorded when the participant has been approved for training where there is	Documentation Required: The TAA case manager must have approved	TEGLs 22-08, 05-15	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		a combination of on-the-job learning and related instruction. Also, there is a series of defined curricula until the completion of their apprenticeship program.	training documents, activity recorded in Employ Florida and documents submitted to the Trade Unit at DEO via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25			
341	TAA - Occupational Skills Training - Non Approv Provider (No ITA)	Staff-generated – Code is recorded when the participant has been approved for skills training which is structured, competency-based usually with a set curriculum or learning plan that teaches the student job specific skills needed to perform actual tasks and functions required by particular jobs or occupational clusters. Note: Co-enrollment in WIOA for which either all or a portion of the funds are paid with this funding stream.	Documentation Required: The TAA case manager must have approved training documents, activity recorded in Employ Florida and documents submitted to the Trade Unit via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25	Trade Act of 1974, as amended, 20 CFR 617, Trade Adjustment Assistance Reauthorization Act 2015, TEGLs 11-02, 02-03, 22-08, 06-09, 10-11, 05-15	Yes	Yes
370	Completed Training - WP/Vets	Staff-generated – Code is recorded to indicate the outcome of the training.	A referred to training service code must be recorded before this service can be taken.  A case note is required and must include the specifics related to the activities of the training assignment and should include the name of the organization providing training to the participant, a point of contact, the address and a phone number.	Florida Veteran's Program Service Guide  20 CFR Part 1001	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
400	Summer Youth Employment	Staff-generated – Code is recorded to indicate summer employment opportunities to include a paid or unpaid work experience, and incorporates occupational education as a component of the work experience program element. This type of activity counts towards the work experience priority.	A case note is required and must include the specific details related to the activities of the training assignment and should include the name of the organization providing training to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.460</a>	Yes	Yes
401	Pre-Employment Training / Work Maturity	<p>Staff-generated – Code is recorded to identify services offered to youth participants facing multiple barriers to employment and activities that prepare a youth for employment or will enhance skills for current employment. This includes the following services, where applicable:</p> <ul style="list-style-type: none"> <li>a. Referrals of applicants and students;</li> <li>b. Participant assessment;</li> <li>c. Pre-employment and work maturity skills training;</li> <li>d. Work-based learning;</li> <li>e. Job search, occupational, and basic skills training;</li> <li>f. Provision of continued services for graduates.</li> </ul>	A case note is required and must include the type of pre-employment training and specific details related to the activities of the training assignment. Details should include the name of the organization providing training to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
402	Other Youth Services	Staff-generated – Code is recorded to identify services provided to youth that require significant staff involvement, but are not captured under any other Employ Florida Service code and assist the youth in achieving employment-related success.	A case not is required and must include the description the service provided to the youth.	<a href="#">20 CFR 681.460</a>	Yes	Yes
403	Other Occupational Skills Training - Youth	<p>Staff-generated – Code is recorded to indicate that occupational skills training is being provided for the designated population (youth). This type of training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training must:</p> <ul style="list-style-type: none"> <li>a. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;</li> <li>b. Be of sufficient duration to impart the skills needed to meet the occupational goal; and</li> </ul>	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.	<a href="#">20 CFR 681.540</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>c. Lead to the attainment of a recognized postsecondary credential.</p> <p>The chosen occupational skills training must meet the quality standards in WIOA sec. 123.</p>				
404	Other Non-Occupational Skills Training - Youth	Staff-generated - Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area.	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.	<a href="#">20 CFR 681.540</a>	Yes	Yes
405	Prerequisite - Youth	Staff-generated – Code is recorded to identify the coursework a training institution requires before entry into an approved training program.	Non-credit education and remedial coursework often provide a vital opportunity to strengthen basic skills needed to enroll in credentialing programs and maximize independence. This code specifies that coursework or additional activities are required as a prior condition to	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			enrolling in the activity or program selected.			
406	Tutoring, study skills training, instruction and Dropout Prevention Strategies	<p>Staff-generated – Code is recorded to identify services which focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies.</p> <p>Dropout prevention strategies include services and activities that keep a young person in-school and engaged in a formal learning and/or training setting. Strategies include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction. Strategies include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.</p>	A case note is required and must include the specific detail the outcome and related activities of the training assignment, and should include the name of the organization providing training to the participant, a point of contact, the address, a phone number	<a href="#">20 CFR 681.460</a>	Yes	Yes
407	Customized Training - Youth	Staff-generated – Code is recorded to indicate when a youth participant is enrolled into specific activities for customized training. This training is designed to meet the specific	A case note is required and must include the specific details related to the training and activities of the training assignment. Details should include the name of the organization	20 CFR <a href="#">680.760-.770</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		requirements of an employer or group of employers with the commitment that the employer(s) hire an individual upon successful completion of the training.	providing training to the participant, a point of contact, the address and a phone number.			
408	Internship - Un-Paid	<p>Staff-generated – Code is recorded to indicate that the participant is enrolled into planned, structured learning experience that takes place in a workplace for a limited period.</p> <p>Unpaid Internships must:</p> <ol style="list-style-type: none"> <li>a. Focus on career exploration and skill development and are not primarily set up to benefit the employer;</li> <li>b. Expose youth to realistic working conditions and meaningful tasks.</li> <li>c. Be used sparingly and must be combined with other services.</li> <li>d. Be of limited duration.</li> </ol>	<p>A case note is required and must include the specific details related to the internship and activities of the assignment. Details should include the name of the organization providing the internship to the participant, a point of contact, the address and a phone number.</p> <p>The internship must be documented as a part of the overall employment strategy in the Individual Service Strategy (ISS) or IEP Individual Educational/ Employment Plan.</p>	<a href="#">20 CFR 681.600</a>	Yes	Yes
409	Job Shadowing	Staff-generated – Code is recorded to when a youth is engaged in a job shadowing work experience option where the youth learns about a job by walking through the work day as a shadow to a competent worker. Youth witness firsthand the work environment, employability and occupational skills in practice, the	A case note is required and must include the specific details related to the activities of the training assignment. Details must include the name of the organization providing training to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.600</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		value of professional training, and potential career options. This is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant.				
410	Leadership Development Services	Staff-generated – Code is recorded to identify opportunities provided to a youth that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. This includes but is not limited exposure to post-secondary educational possibilities; community and service learning projects; peer mentoring and tutoring; team leadership training; decision-making training; problem solving; citizenship training; life skills training; civic engagement activities which promote the quality of life in a community; and other leadership activities that place youth in a leadership role.	A case note is required and must include a description of the specific activity(ies) the youth is engaged in.	<a href="#">20 CFR 681.520</a>	Yes	Yes
411	Adult Mentoring	Staff-generated – Code is recorded when youth is engaged in a formal relationship with an adult mentor and includes structured activities where the mentor offers guidance, support, and encouragement to	A case note is required and must include the name of the adult mentor.	<a href="#">20 CFR 681.490</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		develop the competence and character of the mentee.				
412	Objective Assessment	Staff-generated – Code is recorded when an objective assessment of the academic levels, skill levels, and service needs of each participant includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for identifying appropriate services and career pathways for participants.	A case note is required and must include the specific details related to the internship and activities of the assignment. Details should include the name of the organization providing the internship to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.420</a>	Yes	Yes
413	Develop Service Strategies (IEP/ISS)	Staff-generated – Code is recorded when an IEP/ISS or a plan is developed that provides a framework for identifying a youth’s goals and the strategies needed to help guide ongoing development and enhance the participants capabilities. The ISS/IEP identifies goals, objectives and details the service needs of the youth participant, taking into account the Objective Assessment.  The ISS is a living document that changes over time and must be	A case note is required and must include the details related to the assessment and activities of the assignment.  Note: A new ISS is not required if a recent ISS was developed under another education and training program. The ISS must: a. Be completed within 30 days of the date of participation; b. Reviewed, updated and revised regularly to reflect outcomes, and current circumstances.	<a href="#">20 CFR 681.420</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>developed in partnership with the youth and should consider not only the needs indicated by the Objective Assessment but also the youth's stated interests and desires.</p> <p>The plan is an ongoing strategy to identify employment goals, achievement objectives and a combination of services for the participant to achieve the employment goals.</p> <p>The ISS must directly link to one or more of the performance indicators.</p>				
414	Basic Skills Training	<p>Staff-generated – Code is recorded to indicate when a participant is enrolled in an organized program of study, such as secondary school, post-secondary school, adult education, etc. This should not be used for informal instruction.</p> <p>Basic skills training includes, but is not limited to, reading comprehension, math computation, writing, speaking, listening, problem solving and reasoning.</p>	<p>A case note is required and must include the specific details related to the training activities, the type of training, the outcome and any other relevant information.</p> <p>The need for basic skills training must be documented in the Individual Service Strategy (ISS) or IEP Individual Educational/ Employment Plan.</p>	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
415	Enrolled in Alternative Secondary Education	<p>Staff-generated – Code is recorded when a participant is enrolled in such as basic education skills training, individualized academic instruction, and English as a Second Language training, which assist youth who have struggled in traditional secondary education. These programs provide instruction and leads to a high school diploma or its equivalency.</p>	<p>A case note is required and must include the details of the training the youth is enrolled in.</p>	<p><a href="#">20 CFR 681.460</a></p>	<p>Yes</p>	<p>Yes</p>
416	Occupational Skills Training – Eligible Training Provider	<p>Staff-generated – Code is recorded to indicate when a participant is enrolled into a formal occupational skills training, through an Individual Training Account (ITA).</p> <p>Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Postsecondary classroom-based training teaches the skills necessary for a specific occupation. The provider of the training must be approved by the LWDB prior to placement.</p>	<p>A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.</p>	<p><a href="#">20 CFR 681.540</a></p>	<p>Yes</p>	<p>Yes</p>

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>Note: This training will be provided by an institute of higher education that leads to a specialized diploma, certification or licensure as defined by the Florida Department of Education.</p> <p>The participant should select this training from their regional Eligible Training Provider List (ETPL)</p>				
417	Comprehensive Guidance and Counseling	<p>Staff-generated – Code is recorded when an individual participates in individualized counseling that is included, but not limited to, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate.</p> <p>Services provided benefit participants by addressing career, personal and educational needs. This activity may be conducted individually or in a group.</p> <p>Comprehensive Guidance and Counseling programs includes services such as:</p> <ul style="list-style-type: none"> <li>a. Assessment</li> <li>b. Information</li> <li>c. Consultation</li> </ul>	A case note is required and must include a description of the counseling and information provided to the youth participant.	<a href="#">20 CFR 681.510</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		d. Counseling e. Referral f. Placement g. Follow-up h. Follow-through  Referrals to appropriate resources (including drug and alcohol) should be made as needed.				
418	Adult Education (GED)	Staff-generated – Code is recorded when a participant is enrolled in an adult education program and receives academic instruction, and education services below the postsecondary level that increase an individual’s ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; and transition to postsecondary education and training; and obtain employment.	A case note is required and must include the details related to the participants current educational level and overall outcome.	<a href="#">20 CFR 681.460</a>	Yes	Yes
419	Supportive Services - Stipends	Staff-generated – Code is recorded to identify support services that are reasonable and necessary to enable a jobseeker to participate in WIOA activities.	A case note is required and must include the requirements and amount of the stipend.	<a href="#">20 CFR 681.570</a>	Yes	Yes
420	Post-Secondary Transition and	Staff-generated – Code is recorded to identify youth services designed	A case note is required and must include the specifics related to the	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
	Preparatory Activities/Services - Youth	to prepare and coordinate a comprehensive employment plan, such as a service strategy to ensure access to necessary workforce activities and supportive services.	activities of the training assignment and should include the name of the organization providing training to the jobseeker, a point of contact, the address and a phone number.			
421	Financial Literacy Education - Youth	<p>Staff-generated – Code is recorded when a youth participant is offered financial education that is age appropriate and timely, and provide opportunities to put lessons into practice, such as access to safe and affordable financial products that enable money management and savings. These services include, but are not limited to, the following activities:</p> <ol style="list-style-type: none"> <li>1 Budget creation, opening checking and savings accounts at banks.</li> <li>2 Learning how to effectively manage spending, credit, and debt, including student loans, consumer credit and credit cards.</li> <li>3 Learning about financial products and services.</li> <li>4 Educating youth about identity theft, how to resolve cases of identity theft and to understand their rights and protections</li> </ol>	A case note is required and must document the specific information offered to the youth participant.	<a href="#">20 CFR 681.500</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		related to personal identity and financial data.				
422	Education Concurrently with Workforce Preparation - Youth	Staff-generated – Code is recorded to document when youth is engaged in an integrated education and training program that has the three components listed in the law as necessary for the integration of education and training program: Adult education and literacy activities, such as basic academic skill training, critical thinking skills or digital literacy skills. Workforce preparation activities, such as self-management, grooming for employment, or following directions. Workforce training, such as occupational skills training, on the job training, job readiness training or customized training.	A case note is required and must include a description of the activities provided to the youth.	<a href="#">20 CFR 681.630</a>	Yes	Yes
423	Pre-Apprenticeship - Youth	Staff-generated – Code is recorded to document pre-apprenticeship, which is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program, and which has a documented partnership with at least one, if not more, registered apprenticeship programs.	A case note is required and must document the type of pre-apprenticeship training and other details related to the pre-apprenticeship.	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
424	Registered Apprenticeship	<p>Staff-generated – Code is recorded to indicate that an eligible participant is enrolled into a registered apprenticeship.</p> <p>Registered Apprenticeships are a proven business-driven employment model that provides an effective way for employers to recruit, train, and retain highly skilled workers.</p> <p>Registered apprenticeship provides the opportunity for workers seeking high-skilled, high- paying jobs and for employers seeking to build a qualified workforce.</p>	A case note is required and must include the specifics related to the activities of the apprenticeship and should include the name of the organization, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.460</a>	Yes	Yes
425	Work Experience - Paid	Staff-generated – Code is recorded to identify paid work experiences that provides participants the opportunity to learn basic work skills and workplace behaviors through a subsidized work placement with an employer.	A case note is required and must include the specifics related to the activities of the work experience and should include the name of the organization providing the service to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.600</a>	Yes	Yes
426	Work Experience - Un-Paid	Staff-generated – Code is recorded to identify work experience that provides participants the opportunity to learn basic work skills and workplace behaviors through an unsubsidized work placement with an employer. A	A case note is required and must include the specifics related to the activities of the work experience and should include the name of the organization providing the service to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.600</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		work experience placement is a planned, structured learning experience that occurs in a workplace and may be paid or unpaid.				
427	Internship - Paid	Staff-generated – Code is recorded when an eligible participant participates in an internship or work experience that is a planned, structured learning experience that takes place in a workplace for a limited period.	A case note is required and must include the specifics related to the activities of the internship and should include the name of the organization providing the internship, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.600</a>	Yes	Yes
428	On-the-Job Training	<p>Staff-generated – Code is recorded when training is provided to a paid participant while engaged in productive work in a job that:</p> <ul style="list-style-type: none"> <li>a. provides knowledge or skills essential to the full and adequate performance of the job;</li> <li>b. Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134 (c)(3)(H), for the extraordinary costs of providing the training and</li> </ul>	A case note is required and must include the specifics related to the activities of the training and should include the name of the organization providing the training, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.600</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>additional supervision related to the training; and</p> <p>c. Is limited in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.</p>				
429	Enrolled in Secondary School (H.S.)	Staff-generated – Code is recorded when a participant enrolls in a secondary school, nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under State law, except that the term does not include any education beyond grade 12. This includes enrollment as a student at a secondary school, post-secondary school, or any other organized program of study that offers general, technical, vocational, or college-preparatory courses.	A case note is required and must include the specifics related to the activities of the work experience, the name of the organization providing the service to the participant, a point of contact, the address and a phone number.	<a href="#">USDOE Section 9101 (38)</a>  <a href="#">20 U.S. Code § 7801 (45)</a>	Yes	Yes
430	Youth Occupational Skills Training -	Staff-generated – Code is recorded when a participant receives occupational skills training designed to provide the technical	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the	<a href="#">20 CFR 681.540</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
	Non-ETPL Provider	<p>skills necessary to perform a specific job or group of jobs from a non-ETPL provider.</p> <p>Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.</p> <p>Postsecondary classroom-based training teaches the skills necessary for a specific occupation. The provider of the training must be approved by the LWDB prior to placement.</p>	name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.			
431	Alternative Secondary School Services	<p>Staff-generated – Code is recorded to identify educational opportunities in institutions or educational settings that differ from traditional secondary school education and still provide a secondary school diploma or its’ equivalent.</p> <p>Alternative Secondary School Services are for youth participants who are not successful in the “traditional” K-12 public education.</p>	<p>A case note is required and must include the specifics related to the activities of the work experience, the name of the organization providing the service to the participant, a point of contact, the address and a phone number.</p> <p>Services include basic education skills, general equivalency diploma preparation, remedial reading, writing, mathematics, literacy training in different setting or location, and may use a different delivery system or</p>	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
			educational model/curriculum that leads to a high school diploma or a GED.			
432	Counseling	Staff-generated – Code is recorded when counseling is provided to individual participants.	Case note must specifics related to the activities of the work experience and should include complete details on the participants outcome.	<a href="#">20 CFR 681.510</a>	Yes	Yes
433	Follow-Up Services	Staff-generated – Code is recorded when a participant following a youth's exit from the program to ensure the youth is successful in employment and/or post-secondary education and training.  Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.	A case note is required and must include the specific follow-up services provided to the participant. Follow-up services include but are not limited to: a. The leadership development and supportive service activities listed in §§ 681.520 and 681.570; b. Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; c. Assistance in securing better paying jobs, career development, and further education; d. Work-related peer support groups; e. Adult mentoring; and f. Services necessary to ensure the success of youth participants in employment and/or postsecondary education.	<a href="#">20 CFR 681.580</a>	Yes	No
434	Job Placement, Career and	Staff-generated – Code is recorded when a participant to identify job placement that involves hiring by a	A case note is required and must include the specifics related to the	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
	Education Services	<p>public or private employer of an individual for a job or an interview, provided that the employment office completed all of the following steps:</p> <ul style="list-style-type: none"> <li>a. Prepared a job order form prior to referral, except in the case of a job development contact on behalf of a specific participant;</li> <li>b. Made prior arrangements with the employer for the referral of an individual or individuals;</li> <li>c. Referred an individual who had not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker;</li> <li>d. Verified from a reliable source, preferably the employer, that the individual had entered on a job; and</li> <li>e. Appropriately recorded the placement.</li> </ul> <p>Career and education services are local employment and training services.</p>	activities and services provided to the participant.			
439	Post-Secondary Education-During	Staff-generated – Code is recorded when a participant attends a post-	A case note is required and must include the related activities of the	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
	Participation - Youth	secondary education program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.).	<p>education experience and should include the name of the organization providing the service to the participant, a point of contact, the address and a phone number.</p> <p>Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in “advanced training/occupational skills training.”</p>			
440	Assistance Establishing Eligibility for Financial Aid- Youth	Staff-generated – Code is recorded when a participant requires assistance is provided with establishing eligibility for programs of financial aid assistance for training and education programs.	A case note is required and must include the specifics related to the required assistance should include the name of the organization providing the service to the participant, a point of contact, the address and a phone number.	<a href="#">20 CFR 681.460</a>	Yes	Yes
451	Track Progress on Job	Staff-generated – Code is recorded for education or training programs to track progress as one of the following: a. Documented achievement of at least one educational functioning level of a participant who is receiving	A case note is required and must include the specifics and the outcome related to the participants progress while actively employed.	<a href="#">20 CFR 681.460</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		<p>instruction below the postsecondary education level;</p> <ul style="list-style-type: none"> <li>b. Documented attainment of a secondary school diploma or its recognized equivalent;</li> <li>c. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;</li> <li>d. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of 1 year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or</li> <li>e. (E) Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.</li> </ul>				
480	Supportive Service - Family Care	Staff-generated – Code is recorded to identify support services that are reasonable and necessary to enable	A case note is required and must include a description of the family care provided to the jobseeker.	<a href="#">20 CFR 681.570</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		a jobseeker to participate in WIOA activities.				
481	Supportive Service - Transportation Assistance	Staff-generated – Code is recorded to identify support services that are reasonable and necessary to enable a jobseeker to participate in WIOA activities.	A case note is required and must include the type of transportation assistance provided to the jobseeker.	<a href="#">20 CFR 681.570</a>	Yes	Yes
482	Supportive Service - Medical	Staff-generated – Code is recorded to identify support services that are reasonable and necessary to enable a jobseeker to participate in WIOA activities.	A case note is required and must include the type of medical assistance secured for the jobseeker.	<a href="#">20 CFR 681.570</a>	Yes	Yes
483	Supportive Service - Temporary Shelter	Staff-generated – Code is recorded to identify support services that are reasonable and necessary to enable a jobseeker to participate in WIOA activities.	A case note is required and must include the name, address, location and phone number of the temporary shelter provided to the jobseeker and specific requirements, if applicable.	<a href="#">20 CFR 681.570</a>	Yes	Yes
484	Supportive Service - Incentives / Bonuses	Staff-generated – Code is recorded to identify support services that are reasonable and necessary to enable a jobseeker to participate in WIOA activities.	A case note is required and must include the type of incentive, or the amount when cash or a cash equivalent, e.g., gift card, is given.	<a href="#">20 CFR 681.570</a>	Yes	Yes
485	Support Service - Other	Staff-generated – Code is recorded to identify support services that are reasonable and necessary to enable a jobseeker to participate in WIOA activities.	A case note is required and must include the type of support service provided to the job seeker. The support service must be different than any of those listed in the Employ Florida service code guide.	<a href="#">20 CFR 681.570</a>	Yes	Yes
488	Supportive Service - Needs	Staff-generated – Code is recorded to identify support services that are reasonable and necessary to enable	A case note is required and must include the type of needs related	<a href="#">20 CFR 681.570</a>	Yes	Yes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
	Related Payments - Youth	a jobseeker to participate in WIOA activities.	payment, any source used other than WIOA and the amount of the payment.			
500	Referred to Job Over 150 Days	System-generated – Code is recorded when a jobseeker either self-refers or is staff-referred to a job order with an anticipated job duration of over 150 days. A referral facilitates the matching of jobseekers and employers by providing the jobseeker with information on job openings and/or notifying an employer of a jobseeker who is qualified and available to fill a job opening.	N/A		Yes	Self-Referral – No Staff-Referral - Yes
501	Referred to Job 4 - 150 Days	System-generated – Code is recorded when a jobseeker either self-refers or is staff-referred to a job order with an anticipated job duration of 4 – 150 days.	N/A		Yes	Self-Referral – No Staff-Referral - Yes
502	Referred to Job 3 Days or Less	System-generated – Code is recorded when a jobseeker either self-refers or is staff-referred to a job order with an anticipated job duration of 3 days or less.	N/A		Yes	Self-Referral – No Staff-Referral - Yes
503	Negative Referral Result	System-generated – Code is recorded when an employer or staff updates a jobseeker’s referral status on a job order to Not Hired, regardless of whether it was a self- or staff-referral or of anticipated job duration.	N/A		No	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
504	Refused Referral to Job / Training	System-generated – Code is recorded when a jobseeker refuses a referral to either a job or training.	N/A		No	No
505	External Job Referral by Staff	System-generated – Code is recorded when staff-refers a jobseeker to a job order that was “spidered in” to Employ Florida from another job board.	N/A		Yes	Self-Referral – No Staff-Referral - Yes
585	Referral to volunteer Job	Staff- or System-generated – Code is recorded when a jobseeker either self-refers or is staff-referred to a job order for a volunteer job.	N/A		No	Self-Referral – No Staff-Referral - Yes
590	Notification to Jobseeker of potential job	System-generated – Code is recorded when staff uses “Notification to Job Seeker Only” as the Referral Type to refer a jobseeker to a job order.	N/A		Yes	Self-Referral – No Staff-Referral - Yes
640	Florida Back to Work Enrollment	Staff-generated – Code is recorded to identify participants in the Florida Back to Work program.	N/A		No	No
642	FLNG Member Service	Staff-generated – Code is recorded to identify jobseekers who are members of the Florida National Guard.	N/A		No	No
643	Gold Card	Staff-generated – Code is recorded to identify participants – post-9/11 era veterans – in the Gold Card Initiative, pursuant to TEN 15-11.	N/A		No	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
750	Placement Local Individual Over 150 Days	System-generated – Code is recorded when staff records a placement for a job seeker who obtained employment as a result of a job referral or job development and the duration of the employment is expected last more than 150 days.	A case note is required and must include the jobseeker’s name, the name of the employer, the source of verification and the date the jobseeker started working at the designated jobsite.		Yes	No
760	Placement Local Individual 4 - 150 Days	System-generated – Code is recorded when staff records a placement for a job seeker who obtained employment as a result of a job referral or job development and the duration of the employment is expected to last 4 - 150 days.	A case note is required and must include the jobseeker’s name, the name of the employer, the source of verification and the date the jobseeker started working at the designated jobsite.		Yes	No
770	Placement Local Individual 3 Days or Less	System-generated – Code is recorded when staff records a placement for a job seeker who obtained employment as a result of a job referral or job development and the duration of the employment is expected to be 3 days or less.	A case note is required and must include the jobseeker’s name, the name of the employer, the source of verification and the date the jobseeker started working at the designated jobsite.		Yes	No
850	Placement Local Individual Over 150 Days PT	System-generated – Code is recorded when staff records a placement for a job seeker who obtained part time employment as a result of a job referral or job development and the duration of the employment is expected last more than 150 days.	A case note is required and must include the jobseeker’s name, the name of the employer, the source of verification and the date the jobseeker started working at the designated jobsite.		Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
860	Placement Local Individual 4 - 150 Days PT	System-generated – Code is recorded when staff records a placement for a job seeker who obtained part time employment as a result of a job referral or job development and the duration of the employment is expected to last 4 - 150 days.	A case note is required and must include the jobseeker’s name, the name of the employer, the source of verification and the date the jobseeker started working at the designated jobsite.		Yes	No
870	Placement Local Individual 3 Days or Less PT	System-generated – Code is recorded when staff records a placement for a job seeker who obtained part time employment as a result of a job referral or job development and the duration of the employment is expected to be 3 days or less.	A case note is required and must include the jobseeker’s name, the name of the employer, the source of verification and the date the jobseeker started working at the designated jobsite.		Yes	No
880	Obtained Employment Manual	Staff-generated – Code is recorded when a jobseeker secures employment within 180 calendar days of receiving one or more reportable services that trigger participation, and where the employment does not meet the federal definition for a job placement.	A case note is required and must include the employer’s name, service date, source of verification, job start date and region information. If a 750 series, 880 or 881 has been previously recorded for the jobseeker, staff must certify that they are not duplicating a previously documented placement.		Yes	No
881	Obtained Employment Automated	System-Generated – Code is recorded when a jobseeker secures employment within 180 calendar days of receiving one or more reportable services that trigger participation, and where the	A case note is required and must include the employer’s name, service date, source of verification, job start date and region information.		Yes	No

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
		employment does not meet the federal definition for a job placement.				
882	Obtained Employment - Post Exit - Manual	Staff-generated - Code is recorded when a jobseeker who has not has received a service that extends participation for at least 90 days, has exited the system and the employment does not meet the definition of a placement.	A case note is required and must include the employer's name, service date, source of verification, job start date and region information.		Yes	No
883	Obtained Employment - Post Exit - Automated	System-Generated Code is recorded when a jobseeker who has not has received a service that extends participation for at least 90 days, has exited the system and the employment does not meet the definition of a placement.	A case note is required and must include the employer's name, service date, source of verification, job start date and region information.		Yes	No
890	Placement in volunteer job	System-Generated – Code is recorded when staff records a placement obtained as a result of a prior job referral or job development.	The referral result and salary type, wage, employer name, verification of employment, job start date, and region information must be recorded.		Yes	No

## TRADE ACT SERVICE CODES

The following service codes and definitions are specific to and apply only to the Trade Adjustment Assistance (TAA) Program.

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Trigger Participation
T01	TAA - Comprehensive Assessment	Staff-generated – Code is recorded by staff to report an in-depth interview and evaluation to identify a participant’s employment barriers, skills, interests, supportive service needs and appropriate employment goals.	A case note is required and must record the results of the assessment, to include the date of the comprehensive assessment and identify the participant’s employment barriers, educational and professional background, occupational interests, and skills. Case notes should provide sufficient detail so that other staff can review the summary of the assessment and provide appropriate follow-up.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	Yes
T02	TAA - Specialized Assessment	Staff-generated – Code is recorded by staff to identify an assessment of a participant’s skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, interests, abilities (including skills gaps), through diagnostic testing and use of other assessment tools.	Staff must document all testing for each job seeker either in a case note or under the assessment tab in Employ Florida. When using a case note, staff must record the type of assessment and the results. If scores are recorded under the assessment tab in Employ Florida, staff must enter a case note stating where the score is located.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	Yes

T03	TAA - Provision of Labor Market Information	Staff-generated – Code is recorded when a jobseeker is provided with information pertaining to the socio-economic forces which may influence the employment outlook in the local labor market. Labor Market Information (LMI) provides job vacancy listings in such labor market areas; information on jobs skills necessary to obtain employment; information relating to local occupations that are in demand and earnings potential of such occupations; and skills requirements for local occupations.	A case note is required and must include the specific LMI that was provided to the participant. This reduces duplication and helps staff target information provided to the jobseeker.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	No
T04	TAA - Individual Career Counseling	Staff-generated – Code is recorded to identify a one-on-one, face-to-face session where staff provide career counseling and career exploration to TAA eligible participants for the purposes of securing suitable employment or the selection of a occupational skills training program.	A case note is required and must state what services were provided, outcomes, and steps to be taken going forward (e.g. additional assessments, workshops, etc.) along with a timeline and dates.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	Yes
T05	TAA - Individual Employment Plan (IEP)	Staff-generated – Code is recorded when an employment plan is developed jointly by a TAA participant and Local TAA Coordinator. The employment plan incorporates steps taken to identify an employment goal, objectives,	Staff must document the employment goal and steps to attain the goal (objectives), as well as a summary of the participant’s strengths, barriers and services needed.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	Yes

		and if necessary, the appropriate training to achieve the goals and objectives based in part on career planning and the results of the comprehensive assessment. The document records the process a participant will take to achieve an occupational goal and includes a summary of the services needed or provided, and the objectives required to achieve the occupational goal.				
T06	TAA - Provision of Training Information	Staff-generated – Code is recorded when a Local TAA Coordinator provides the participant with information on training available in local and regional areas, information on individual counseling to determine which training is suitable training, information on how to apply for such training, and information on how to apply for financial aid.	A case note is required and must include the specific training and financial aid information provided to the participant.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	Yes
T07	TAA - Provision of Support Service Information	Staff-generated – Code is recorded when participants who may face barriers that hinder their employment or training opportunities, to include: services relating to child care, transportation, dependent care, housing assistance, and need-related payments are	A case note is required and must include the specific support service(s) information provided to the participant.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	Yes

		provided with information on support services relevant to their needs.				
T08	TAA - Short-term Prevocational Services	Staff-generated – Code is recorded to identify short-term pre-vocational services that include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services provided to prepare participants for unsubsidized employment or training.	A case note is required and must include which specific pre-vocational services the participant was provided or referred to.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	Yes
T09	TAA - Follow-up Services	Staff-generated – Code is recorded to indicate that follow-up has been provided to a participant, such as benchmark reviews, training enrollment updates, or following up on goals and objectives as part of ongoing case management.	A case note is required and must include the reason for and results of the follow-up contact.	<a href="#">Trade Act of 1974</a>  <a href="#">20 CFR 617.20</a>	Yes	Yes

## **APPENDIX A: FOLLOW-UP SERVICES**

Follow-up services are provided to help participants maintain and/or retain their employment. These codes are recorded resource after a participant has been placed in unsubsidized employment, education, or training. Follow-up services do not extend the date of exit in performance reporting.

### **Adult and Dislocated Worker Follow-up Services**

Follow-up services must be made available, as determined appropriate by the LWDB, for a minimum of 12 months following the first day of employment, to participants who are placed in unsubsidized employment.

### **Youth Follow-up Services**

All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies. Furthermore, follow-up services must be provided to all youth participants for a minimum of 12 months unless the participant declines to receive follow-up services, or the participant cannot be located or contacted. Follow-up services may be provided beyond 12 months at the LWDB's discretion. The types of services provided, and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

<b>Service Code Number</b>	<b>Service Code Title</b>	<b>Definition</b>
F01	Referral to Community Resources	Code is recorded when a participant is referred to a community resource.
F02	Referral to Medical Services	Code is recorded when a participant is referred to medical services.
F03	Tracking Progress on the Job	Code is recorded to track a participant's progress on the job, and to identify any additional follow-up services the participant needs.
F04	Work Related Peer Support Group	Code is recorded when a participant is referred to a work-related peer support group.
F05	Assistance securing better paying job	Code is recorded when a participant receives assistance with obtaining employment that has a higher wage.
F06	Career development and further education planning	Code is recorded when a participant receives additional career counseling, planning or other related activities.
F07	Assistance with Job/Work Related Problems	Code is recorded when a participant receives assistance with solving job or work-related issues.
F08	Adult Mentoring	Code is recorded when a participant receives adult mentoring.
F09	Tutoring	Code is recorded when a participant receives tutoring.
F10	Leadership Development	Code is recorded when a participant receives leadership development training.
F11	Other Follow Up Service, not classified	Code is recorded when a participant is referred to or receives a follow-up service that is not otherwise covered by one of the follow-up codes available in Employ Florida.
F12	SS-Transportation	Code is recorded when a participant receives supportive service in the form of transportation assistance.
F13	SS- Purchase work related uniforms/attire	Code is recorded when a participant receives supportive service in the form of vouchers for or work-related uniforms or attire.
F14	SS-Purchase work related tools	Code is recorded when a participant receives supportive service in the form of
F15	SS-Housing Assistance	Code is recorded when a participant receives supportive service in the form of housing assistance.
F16	SS-Utilities	Code is recorded when a participant receives supportive service in the form of utilities.
F17	SS-Dependent Care	Code is recorded when a participant receives supportive service in the form of dependent care.
F18	SS-Medical	Code is recorded when a participant receives supportive service in the form of medical assistance.
F19	SS-Incentives/Bonus	Code is recorded when a participant receives supportive service in the form of an incentive or bonus.