WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA Title I Adult, Dislocated Worker, and Youth Services and Activities

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Note these charts do not include all available services that may be provided, but rather those services specifically authorized under WIOA sec. 134(c)(2). Note that while services like supportive services or follow up services do not trigger participation, these services can only be provided to someone who has already received a participant-level service (see the Supportive Service Desk Reference on WorkforceGPS for more details).

For more information on distinguishing between Reportable Individual and Participant-level services for these programs, see Understanding Reportable Individuals and Participants for Performance: A Guide to Reporting Services.

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WIOA REPORTABLE/SELF-SERVICE CAREER Services - (PIRL Data Element Nos. 1000, 1002, 1007, 1100, 1101, 1103)

Self-Service and Information Only Basic Career Services: WIOA Title I Adult and Dislocated Worker

These are non-enrolling activities that are reportable only. At a minimum, the activities listed below must be listed on the Local Services screen in IWDS.

Under WIOA, a self-service and/or an information-only service is any type of service that is only the provision of information. This includes when an individual receives a pamphlet or flyer or reads information or directions that leads them to partner programs or other resources or if it is provided in a group setting (generic "canned" service for multiple individuals). If done in a direct one-on-one setting, it becomes a staff assisted qualifying service. For example, if after or before a workshop, an attendee meets with a staff person individually and receives assistance, then that constitutes a staff-assisted or individualized service which triggers participation.

PIRL Data Element Name	Self-Service/Activity Label (IWDS)	Trigger Participation	Definition	Notes
Basic Career Services (Self-Service/Information-Only)	Eligibility Determination	No	A job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs.	
	Outreach, Intake, Orientation	No		
	In-Demand Industries	No	The reportable individual/participant received workforce information services including information on state and local labor market conditions industries, occupations and characteristic of the workforce; area business identified skills needs; employer wage and benefit trends; short and long term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries.	
	Local Job Trends and Data (LMI)	No		
	Job Vacancies	No		
	Job Skills Necessary to Fill Vacancies	No		
	In-Demand Jobs, Wages, Skills, and Outlook	No		
	Eligible Training Provider List (EPTL)	No	The reportable individual/participant accessed information-only services or activities. Information-only services or activities provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.	
	Local Performance	No		
	Availability of Supportive Services or Assistance	No		
	Job Search Assistance (Self-Directed) incl. Job Clubs/Group Workshops	No	A job seeker accessed self-services during the reporting period, either at a physical location or remotely via the use of electronic technologies. Self-Service does not uniformly apply to all virtually accessed services; For example, virtual accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual/participant would not qualify as self-service.	
	Resource Room	No		

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WIOA BASIC AND INDIVIDUALIZED CAREER Services - (PIRL Data Element Nos. 1003-1004, 1007, 1100-1113, 1115-1116, 1200-1203, 1205-1207, 1210-1211)

Staff-Assisted Basic and Individualized Career Services: WIOA Title I Adult and Dislocated Worker

Under WIOA, individualized services that trigger participation are those that are customized to an individual and provided directly to them in a one-on-one setting.

PIRL Data Element Name	Career Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
Basic Career Services (STAFF ASSISTED): **"Basic Career" (STAFF ASSISTED) are services that require staff involvement to determine the participants' need or level of services that would benefit them through participation in the Adult or Dislocated Worker program.**							
Job Search Assistance (STAFF ASSISTED)	**Job Search Assistance (STAFF ASSISTED)**	Activity in which the Career Planner assists participants in a one-on-one setting in the job search process, which is designed to help the participant plan and carry out a successful job hunting strategy. This includes locating relevant job openings, guidance on writing a resume, drafting a cover letter, and filling out a job application.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	
Initial Assessment of Skill Levels & Other Needs (STAFF ASSISTED)	**Initial Assessment of Skill Levels & Other Needs (STAFF ASSISTED)**	Initial steps of customer engagement. Collecting preliminary information in a one-on-one setting about the individual's interests, skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), challenges, and supportive service needs. The initial assessment is intended to be a brief, preliminary information-gathering process that, among other things, provides sufficient information about an individual's basic literacy and occupational skill levels to enable appropriate referrals to services available through the One-Stop operator and partner programs. The initial assessment captures details such as work history, educational attainment levels, income, and family status that support initial conversations about the individual's career service and training needs. While this initial step of assessment provides an important administrative function, staff must also consider the opportunities to utilize it as a first step in the individual's programmatic engagement. Individualized career and/or training services identified through the initial assessment offer the starting point for engaging in the comprehensive and specialized assessment process. NOTE: This basic career service differs from the Individualized Career Service "Comprehensive and Specialized Assessments" because it is initially provided to gather preliminary information (requiring staff assistance), whereas the latter is a more in-depth participant assessment. This service will be automatically added once Part 1 of the Getting Started Assessment has been completed in the Illinois Workforce Development System. It is required prior to the development of the Universal Career Plan. See Career Planning and Assessment Requirements policies.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	
Referred to Employment/Placement Assistance (STAFF ASSISTED)	**Referred to Employment/Placement Assistance (STAFF ASSISTED)**	Assistance by a career planner in a one-on-one setting who matches a participant with existing permanent unsubsidized job openings that are related to the participant's prior job experience, career goals, and occupational interests, or with the training program the individual has completed. This includes setting up interviews with potential employers. Do not record this service when customers are placed into an OJT or other WBL opportunities.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	
Career Counseling/Guidance Services (STAFF ASSISTED)	**Career Information Services (STAFF ASSISTED)**	Provision of career and training information in a one-on-one setting with significant staff involvement designed to help participants find the right career path. This includes the provision of information (including information on local performance and eligible training providers), materials, suggestions, or advice intended to assist the job seeker in making occupation or career decisions. Examples of Career Information include providing labor market information (LMI) and demand occupations, wages, job openings, etc. Note: This basic career service differs from the Individualized Career Service "Career Planning" because it only provides information (requiring staff assistance), whereas the latter involves the day-to-day career counseling of a participant.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	
Provision of Information and Meaningful Assistance Filing for UI (STAFF ASSISTED)	**UI Filing Information (STAFF ASSISTED)**	Provision of information and meaningful one-on-one assistance to individuals seeking help in filing a claim for unemployment compensation.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	
Assistance Establishing Eligibility for Financial Aid (STAFF ASSISTED)	**Assistance Establishing Eligibility for Financial Aid (STAFF ASSISTED)**	Provision of one-on-one assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	

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WIOA BASIC AND INDIVIDUALIZED CAREER Services - (PIRL Data Element Nos. 1003-1004, 1007, 1100-1113, 1115-1116, 1200-1203, 1205-1207, 1210-1211)

Staff-Assisted Basic and Individualized Career Services: WIOA Title I Adult and Dislocated Worker

Under WIOA, individualized services that trigger participation are those that are customized to an individual and provided directly to them in a one-on-one setting.

PIRL Data Element Name	Career Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
Individualized Career Services: **"Individualized" Career Services require significant staff involvement and focus on specific plans, strategies, and services that have been developed and evolved from BASIC career explorations. These individualized services focus on participant engagement and require active participation to ensure a participant will succeed in the employment they have determined is the most appropriate and best chance of successful, long-term outcomes.**							
Comprehensive and Specialized Assessment	**Comprehensive and Specialized Assessments**	This service is provided to determine a participant's skill levels and service needs. It is used to record diagnostic tests and comprehensive and/or specialized assessments, including in-depth interviews and evaluations of a participant's challenges to employment, occupational goal(s) and career pathway, along with the occupational knowledge, skills, and abilities associated with that goal and pathway, and service needs. This service may include interpreting the results of assessment tools as well as in-depth interviewing and evaluation to identify employment challenges and appropriate employment goals. This service will be automatically added once Part 1 of the Getting Started Assessment has been completed in the Illinois Workforce Development System. It is required prior to the development of the Career Plan. See Career Planning and Assessment Requirements policies.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	
Development of an IEP	**Development of a Career Plan**	The Individual Employment Plan (IEP), known as the Career Plan, is an administrative document developed jointly by the participant and career planner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment and career goals, including providing information on eligible providers of training services and career pathways to attain career objectives. The Career Plan is the basic instrument for the LWIAs to document the appropriateness of the decisions made about the combination of services for the participant, including referrals to other programs for specified activities, and assists the career planner in ensuring they address everything fully that was identified in the assessment. To develop the Career Plan, an initial and comprehensive assessment must be completed. Therefore, the enrolling services of Initial Assessment of Skill Levels & Other Needs (STAFF ASSISTED) and Comprehensive and Specialized Assessment will be recorded once Part 1 of the Getting Started Assessment has been completed. The initial creation of the Career Plan is logged and reported; however, all subsequent modifications and updates to the Career Plan are activities and do not extend participation or delay exit. This service will be automatically added once the Career Plan has been signed by both the customer and the career planner in the Illinois Workforce Development System. **See the Career Planning policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	
Career Planning	**Career Planning**	The provision of a client-centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants 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. Career planners are to provide one-on-one staff-assisted career counseling. These activities are to assess the areas in which WIOA participants have the greatest needs and assist them in determining whether or not their existing skills are in demand in the local economy. This includes providing materials, recommendations, suggestions, or advice to assist the participant in making occupation or career decisions. Note: This service should not be used to record general interactions (case management) with participants. Speaking with a participant about day-to-day issues is not career planning and should not be recorded as such. Those types of interactions should be recorded as case notes. **See Career Planning policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	

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PIRL Data Element Name	Career Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
Short-Term Prevocational Services	**Short-Term Prevocational Services**	Short-term pre-vocational services are time-limited services designed to quickly prepare individuals for unsubsidized employment or training. These services provide fundamental skills for finding a job and meeting general job requirements that are not specific to an occupation. They are not job-specific training, but instead focus on general employment. Short-term pre-vocational services include, but are not limited to, developing learning and intercommunication skills, interviewing skills, mock interviewing skills, punctuality, personal maintenance skills, and professional conduct. These are intended for individuals who lack specific skills or experience needed for immediate entry into a particular occupation. Short-Term Pre-Vocational Services are intended for individuals who lack occupational credentials/certifications and require short-term services to enhance and upgrade skills for employment. Pre-vocational services may include services that: a) Preparing individuals for licensing or certification exams; and b) Enhancing the employability of individuals who already possess occupational skills, such as computer skills, in demand but lack up-to-date skills required in most workplaces hiring for the occupation. Examples of pre-vocational services include but are not limited to, nursing license exam courses and computer skills training to enhance employability when individuals already possess a set of core occupational skills but do not have the technology skills required. Includes OSHA 10 training, CPR/First Aid classes, ServSafe courses, basic computer classes, and other short-term courses that do not end in a credential and are not industry-specific.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	Must Be Combined With Training to Count	No	Yes	
Internships and Work Experiences (including transitional jobs)	**WBL - Paid WEX/Internship**	A work experience or internship is a planned, structured learning experience that takes place in a workplace or at a worksite for a limited period of time. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. The work experience or internship is **paid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. **See the Work Experience and Transitional Jobs policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	Yes	No	Yes	
	WBL - Unpaid WEX/Internship	A work experience or internship is a planned, structured learning experience that takes place in a workplace or at a worksite for a limited period of time. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. The work experience or internship is **unpaid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. **See the Work Experience and Transitional Jobs policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	Yes	No	Yes	

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	WBL - Pre-Apprenticeship	A program designed to prepare individuals to enter and succeed in a Registered Apprenticeship program that has a documented partnership with an employer and at least one, if not more, Registered Apprenticeship program(s) which includes all of the following: a) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of the Apprenticeship. b) Access to educational and career counseling, and other supportive services as needed by participants. c) Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework. d) Upon successful completion of the program, participants are provided continued support and assistance in the application process to facilitate entry into a Registered Apprenticeship program and may receive preference for enrollment. A quality pre-apprenticeship program is one that also incorporates inclusive recruitment of underrepresented individuals and strives for credential acquisition. For a more in-depth definition of pre-apprenticeship in Illinois see the IWIB Apprenticeship Illinois Committee Work Group's Approved Definition for Pre-Apprenticeship. Per TEN 19-22, Change 1, a pre-apprenticeship program is considered a type of work experience. If the pre-apprenticeship program includes an occupational skills component, it is considered a training program and may be funded using an Individual Training Account for a program on the State's list of Eligible Training Providers (ETP). Participants are counted as receiving training services for reporting purposes. **See the Work Experience and Transitional Jobs policy or ETPL policy as applicable.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures* AMSG/DMSG *If an occupational training component is provided with an ITA, then the training measures also apply.	Yes	No	Yes	
	WBL - Job Shadowing	Job shadowing is a work experience option where students learn about a job by walking through the work day as a shadow to an employee of the worksite. They witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student and can be anywhere from a few hours, to a day, to a week or more. It is intended to assist the individual in determining employment and career compatibility. **See the Work Experience and Transitional Jobs policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	Yes	No	Yes	
	WBL - Transitional Jobs	Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to one hundred (100) percent. These jobs can be in the public, private, or non-profit sectors and are only available for individuals with challenges to employment who are chronically unemployed or who have an inconsistent work history, as determined by the local board. Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship, in which the program provider generally acts as the employer, and with an opportunity to develop important workplace skills. Transitional jobs may provide a meaningful opportunity for individuals, especially those with challenges to employment and inconsistent work history, to gain experience that leads to stable long-term employment. Transitional Jobs requirements include: must be combined with comprehensive career and supportive services; must be designed to establish a work history for the individual, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment; and unlike on-the-job training (OJT), with transitional jobs the training provider may be the employer of record and there is no requirement that the employer retains the individual upon completion of the transitional job, however, job retention is an ideal outcome. See the Work Experience and Transitional Jobs policy.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	Yes	No	Yes	

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PIRL Data Element Name	Career Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
Workforce Preparation Activities	**Workforce Preparation Skills**	Workforce preparation skills are broad, foundational skills needed to prepare for a career/work culture. They prepare individuals not just for one job, but for a career path by building general work-readiness skills. Workforce Preparation activities help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills. These skills include competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of post-secondary education or training, or employment. This includes the IL Career Pathways definition of Essential Employability skills. Essential employability skills are those general skills that are required to be successful in all sectors of the labor market and are separate from the technical skills attained in career pathways or academic skills such as math and reading. Soft Skills - Skills and/or abilities that enable someone to relate to others and adapt to a workplace environment and are necessary to being successful in the workplace. Soft skills are non-technical, intangible, and personality-specific skills. Soft skills may include work habits (such as punctuality, appropriate attitude and behavior, cooperation, the ability to take constructive criticism), integrity, interpersonal skills, problem-solving, multitasking, making good and informed decisions, communicating with others, positive job attitude or managing oneself in the workplace, showing initiative and reliability, etc.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	Yes	No	Yes	
Financial Literacy Services	**Financial Literacy Services**	Financial literacy education activities may include the following: a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions; b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit; d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions; e) Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft and, in other ways, understand their rights and protections related to personal identity and financial data; f) Support activities that address the particular financial literacy needs of non-English speakers, including providing support through the development and distribution of multilingual financial literacy and education materials; g) Provide financial education that is timely and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and h) Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high-quality and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	No	Yes	
Out-of-Area Job Search Assistance and Relocation Assistance	**Out-of-Area Job Search/Relocation Assistance**	Out-of-Area Job Search Assistance - Activity which assists adults and dislocated workers, who have skills which are in-demand in other labor markets, but not in the local labor market to locate employment opportunities. This includes the provision of access to job listings, telephones to contact employers, and clerical assistance for the preparation of resumes and other documents. Relocation Assistance - Services provided to an adult or dislocated worker who has secured employment outside the local labor market area and require assistance in moving to their new job site. The participant's Career Plan must support provision of this type of assistance.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	No	Yes	Yes	

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WIOA BASIC AND INDIVIDUALIZED CAREER Services - (PIRL Data Element Nos. 1003-1004, 1007, 1100-1113, 1115-1116, 1200-1203, 1205-1207, 1210-1211)

Staff-Assisted Basic and Individualized Career Services: WIOA Title I Adult and Dislocated Worker

Under WIOA, individualized services that trigger participation are those that are customized to an individual and provided directly to them in a one-on-one setting.

PIRL Data Element Name	Career Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
English-Language Acquisition and Integrated Education and Training Programs	**English Language Education**	This service is an integrated English literacy and civics education (IEL/CE). It is defined as education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation. Note: English Language Acquisition activities when provided as part of an Integrated Career & Academic Preparation System (ICAPS) program, which is the implementation of the Integrated Education and Training (IET) model in Illinois, must be recorded as a training service. IETs are a service approach that provides adult education and literacy activities (including English language acquisition (ELA) activities) concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER	Yes	No	Yes	

*Performance Measures:

Employment Measures

AEER2 =	DEER2 = Dislocated Worker Rate 2nd Quarter after Exit
AEER4 =	DEER4 = Dislocated Worker Rate 4th Quarter after Exit
AMER2 =	DMER2 = Dislocated Worker Median Earnings 2nd Quarter after Exit

Training Measures

ACAR =	DCAR = Dislocated Worker Credential Attainment Rate
AMSG =	DMSG= Dislocated Worker Measurable Skill Gains

Supportive Services: Services that are necessary to enable an individual to successfully participate in career and training activities authorized under WIOA. See the tab on Supportive Services (SS) for a listing of available services.

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WIOA TRAINING Services - (PIRL Data Element No. 1300-1319)

Training Services: WIOA Title I Adult and Dislocated Workers

PIRL Data Element Name	Training Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service Contributes to the Minimum Training Expenditure Requirement	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
Training Services: **Training services are designed to equip participants with the skills and credentials needed to secure employment aligned with their career goals and long-term success.**						
*On-the-Job Training (non-WIOA Youth)	**OJT - Private Sector**	OJT is provided under a contract with an employer or registered apprenticeship program sponsor in the private non-profit or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement, typically up to fifty (50) percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training. LWIAs must consider skill requirements of the occupation, participant's academic and occupational skill, work experience and the Career Plan. An OJT contract must be limited to the period of time required for participant to become proficient in the training related occupation. Illinois ETPL requirements do not apply. Do NOT record when the training program/service is directly related to the participant's Registered Apprenticeship training. These activities must be selected in a dropdown when adding a Registered Apprenticeship service. **See OJT policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures AMSG/DMSG	Yes	Yes	
	OJT - Public Sector	Same as OJT just provided in the Public Sector. All provisions listed for OJT - Private Sector apply here. **See OJT policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures AMSG/DMSG	Yes	Yes	
*Skill Upgrading	**Skill Upgrading and Retraining**	Short-term or part-time training is designed to upgrade skills in the workplace and provide retraining to enhance current skills. These are courses that promote skills upgrading to train incumbent workers in specific skills needed by a particular business or industry, leading to potential career growth and increased wages. This includes courses that develop professional competencies particularly relevant to a vocational or occupational goal as specified in the Career Plan. It must be demonstrated that the training will result in the workers' acquisition of transferable skills that result in an industry-recognized certification or credential. Skills Upgrading training type should be reported for training that provides additional skills or certifications within the participant's specific occupational field, and where no more specific training type is applicable. Skills Upgrading is differentiated from Occupational Skills Training because the occupational goal is within a field for which the participant already has experience or training. Training program must be on the Illinois ETPL. Do NOT record when the training program/service is directly related to the participant's Registered Apprenticeship training. These activities must be selected in a dropdown when adding a Registered Apprenticeship service. **See the Training and Individual Training Accounts (ITAs) policies.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures ACAR/DCAR AMSG/DMSG	Yes	Yes	
Entrepreneurial Training (non-WIOA Youth)	**Entrepreneurial Skills Training**	Entrepreneurial skills training must provide the basics of starting and operating a business. These skills include but are not limited to, developing budgets and forecasting resource needs, business plan development, securing financing, general business law concepts, employee management, and the understanding of marketing concepts. Training program must be on the Illinois ETPL. **See the Training and Individual Training Accounts (ITAs) policies.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures ACAR/DCAR AMSG/DMSG	Yes	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA TRAINING Services - (PIRL Data Element No. 1300-1319)

Training Services: WIOA Title I Adult and Dislocated Workers

PIRL Data Element Name	Training Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service Contributes to the Minimum Training Expenditure Requirement	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services listed in paragraphs (a) through (g) of this section	****WIOA Title IB Funded Adult Education w/Training**	The Integrated Career & Academic Preparation System (ICAPS), is the implementation of the IET (Integrated Education and Training) model in Illinois. IETs are a service approach that provides adult education and literacy activities (including English language acquisition (ELA) activities) concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. ICAPS aims to provide an integrated pathway in Career and Technical Education (CTE) for college credit and/or program certificate opportunities for Adult Education and Literacy (AEL) students that lack basic skills. ICAPS/IET career pathway programs must be approved by the Illinois Community College Board (ICCB) to ensure the three components of integrated education and training are provided concurrently as well as contextually as required. ICAPS programs must be on the Illinois ETPL. NOTE: This is not stand-alone adult education and literacy activities. Since WIOA Title I cannot fund stand-alone adult education and literacy activities (e.g., adult education, high-school equivalency, etc.), career planners must refer the participant to a Title II Adult Education provider for those services. **See the Adult Education and the Integrated Career & Academic Preparation System (ICAPS) policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures ACAR/DCAR AMSG/DMSG	Yes	Yes	
Customized Training	**Customized Training**	Customized training is designed to meet the special requirements of a single employer or a group of employers and is provided by that/those employer(s) with a commitment to employ the worker upon successful completion of the training. To be considered a countable training expenditure, the customized training: a) May not be more than 50% of the total training cost; and b) Must be with an employer who: i. Agrees to hire WIOA participants upon completion of the customized training; and ii. Are training employed workers who: 1) Do not earn wages at a self-sufficiency level and to whom the employer commits to continue to employ; and 2) Are being trained in new technologies, new production or service procedures, who require additional skills or workplace literacy required for employment, or for other appropriate purposes identified by local boards. Illinois ETPL requirements do not apply. **See Customized Training policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures AMSG/DMSG	Yes	Yes	
Occupational Skills Training (non-WIOA Youth)	**Occupational Skills Training**	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 be specified in the participant's Career Plan and be of sufficient duration to impart needed skills and lead to a recognized postsecondary credential. Such programs should be outcome orientated and focused on an occupational goal specified in the Career Plan. Occupational Skills training type should be reported for training that provides skills or certifications for a participant to move into a new or different occupation from one that the participant previously had experience or training. Occupational Skills Training (06) is differentiated from Skills Upgrading because the occupational goal is outside of a field for which the participant already has experience or training. Single course(s) that aren't a separate training program and are required for entry into a program of study should be combined with the Occupational Skills Training service. An example would be the need for BIO100 before entry into a CNA program of study. Additionally, general education courses listed in the training provider's catalog as part of a program of study's course requirements should also be included in the Occupational Skills Training service. General education courses that are not listed as courses in the program of study's course requirements are not considered training. When funded by an Individual Training Account (ITA), the training program must be on the Illinois ETPL. **See the Training and Individual Training Accounts (ITAs) policies.** If the local board, per WIOA Section 134(c)(3)(G)(ii) and 20 CFR 680.320, determines that it would be **most appropriate to award a contract to an institution of higher education or other provider of training services to facilitate the training of a cohort of multiple individuals in one or more in-demand industry sectors or occupations**, and such contract does not limit customer choice, occupational skills training may be provided by contract. **See the Class-Sized Training policy.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures ACAR/DCAR AMSG/DMSG	Yes	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA TRAINING Services - (PIRL Data Element No. 1300-1319)

Training Services: WIOA Title I Adult and Dislocated Workers

PIRL Data Element Name	Training Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service Contributes to the Minimum Training Expenditure Requirement	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
Prerequisite Training	**Prerequisite Training**	Per TEN 19-22, Change 1 prerequisite training consists of a separate, distinct training that satisfies the requirements for participating in a subsequent, planned training. Prerequisite training may be the only training at certain times during participation or if the participant discontinues receiving training services. An example would be the career pathway of a required CNA training that results in a certificate before a participant can be enrolled into an LPN or ADN program of study. Single course(s) that aren't a separate training program and are required for entry into a program of study should be combined with the Occupational Skills Training service. An example would be the need for BIO100 before entry into a CNA program of study. Additionally, general education courses listed in the training provider's catalog as part of a program of study's course requirements should also be included in the Occupational Skills Training service. General education courses that are not listed as courses in the program of study's course requirements are not considered training. Training program must be on the Illinois ETPL. **See the Training and Individual Training Accounts (ITAs) policies.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures ACAR/DCAR AMSG/DMSG	Yes	Yes	
Registered Apprenticeship	**Registered Apprenticeship Program (RAP)**	An apprenticeship program registered with the U.S. Department of Labor meeting the standards defined by USDOL under 29 CFR Part 29, Subpart A. Registered Apprenticeship is a proven model of job preparation that combines paid on-the-job training (OJT) with related instruction to progressively increase workers' skill levels and wages. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an "earn and learn" strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that pay sustainable wages and offer advancement along a career path. Graduates of Registered Apprenticeship programs receive nationally-recognized, portable credentials, and their training may be applied toward further post-secondary education. There are five key elements of apprenticeship: Business involvement; Structured on-the-job training; Related instruction; Rewards for skill gains; and Industry-recognized credentials. The Registered Apprenticeship Program must be on the Illinois ETPL. NOTE: In IWDS, RAPs are reported under the Training PIRL elements. There is no need to report both portions of the RAP in IWDS, since the system pulls from the documentation of related OJT and Skill Upgrading and Retraining (ITA) within the RAP service. **See the Training and Individual Training Accounts (ITAs) policies.**	Employment Measures AEER2/DEER2 AEER4/DEER4 AMER/DMER Training Measures ACAR/DCAR AMSG/DMSG	Yes	Yes	

***Performance Measures:**

This column identifies the relationship of each enrolled service to WIOA Title IB Performance Measures.
All WIOA participants will be included in the denominator for Employment Rate 2nd and 4th Quarter Post Exit.
All registrants employed in the 2nd Quarter Post Exit will be included in the denominator of the Median Earnings measure.
Enrollment in specific training programs or OJT determines when participant are included in the Credential and/or MSG measures.

Employment Measures

AEER2 = Adult Employment Rate 2nd Quarter after Exit
AEER4 = Adult Employment Rate 4th Quarter after Exit
AMER2 = Adult Median Earnings Rate 2nd Quarter after Exit
DEER2 = Dislocated Worker Rate 2nd Quarter after Exit
DEER4 = Dislocated Worker Rate 4th Quarter after Exit
DMER2 = Dislocated Worker Median Earnings 2nd Quarter after Exit

Training Measures

ACAR = Adult Credential Attainment Rate
AMSG = Adult Measurable Skill Gains
DCAR = Dislocated Worker Credential Attainment Rate
DMSG= Dislocated Worker Measurable Skill Gains

Matrix – "MTE – 50%"
Minimum Training Expenditure Requirement (MTE) – 50%
Service may contribute to the 50% Minimum Training Expenditure (MTE).
When a participant is enrolled in services indicating "Yes", the costs associated with the service may count towards the LWIB's 50% rate.

Triggers Participation/Extends 90 Day Exit Window (Enrolled Service)
Enrollment makes an individual a WIOA participant.
Service record or episode extends participation by resetting the clock on the "90-Day Rule" for exit. Extends 90-Day Exit Window
Each additional service (or episode) begins a new 90-day window to program exit date.
Extends participation period and exit.
Related to 90-Day Exit rule compliance.

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA TRAINING Services - (PIRL Data Element No. 1300-1319)

Training Services: WIOA Title I Adult and Dislocated Workers

PIRL Data Element Name	Training Service/Activity Label (IWDS)	Definition	*WIOA Performance Measure(s)	MTE - 50%: Service Contributes to the Minimum Training Expenditure Requirement	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
	Non-Enrolling Activities **Activities that support career planning rather than a service or benefit received by the participant directly. The following activities provide a documentation mechanism to enter case notes to support enrollment in the program. These are activities, NOT SERVICES, therefore they DO NOT trigger participation or extend the date of exit.**					
	Training Paid by Non-WIOA Title I Funds	This activity should only be recorded in specific circumstances as a mechanism to indicate when a WIOA participant is 1) co-enrolled in another program and is being provided a training service NOT funded by WIOA Title IB; or 2) is engaged in training but the training is NOT paid by Title IB funds (e.g., paid by the participant or through grants/loans/scholarships) and is also receiving WIOA Title IB-funded individualized career services. The career planner must provide justification for the need for wrap-around WIOA services to meet the participant's employment goals that are outlined in the Career Plan. The career planner must also indicate the program providing the training service in the Career Plan; Services; and Exit. **This "other" type of training documentation will NOT flag participants for inclusion in the Training measures unless they are provided with an additional WIOA-funded training service.**	N/A	N/A	No	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
WIOA Youth Program Elements: Services and activities that prepare youth for education, training, and employment, addressing academic, career, and personal development needs.									
1	Career	Tutoring, Study Skills Training, Dropout Prevention	**Tutoring/Study Skills Instruction/Dropout Prevention** **Education**	Educational Achievement Services: Dropout prevention and recovery strategies that lead to completion of the requirements for a high school diploma or its recognized equivalent. Tutoring, study skills training and instruction that lead to a high school diploma are reported under this program element. Such services focus on providing academic support, helping youth identify areas of academic concern, assist with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Methods of instruction may be one-on-one, in a group setting or through resources and workshops. NOTE: Strategies designed to keep youth **IN SCHOOL** should be reported here. These may include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction and credit recovery services. Services getting a youth who has dropped out of school back in school are not reported here and should be reported in Youth Program Element #2 Alternative School/Dropout Recovery Services. ALL In-School Youth will be included in the MSG/Credential performance indicators. It is their In-School status at application that triggers the measures not this element, alone.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
2	Career	Alternative Secondary School Services	**Alternative School/Dropout Recovery Services** **Education**	Alternative secondary school services, such as Adult Education and Literacy Activities (Developmental Education) basic education skills training, individualized academic instruction, and English as a Second Language Training (English Language Education), are those that assist youth who have struggled in traditional secondary education. An alternative education program means a comprehensive educational program delivered in a nontraditional learning environment that is distinct and separate from the existing general or special education program. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out-of-school. Services are aimed at reengaging youth, so they pursue education that leads to the completion of a high school diploma or its recognized equivalent. Examples of services include: a) basic education skills training; b) individualized academic instruction; c) English language learning; d) counseling related to re-engaging youth in secondary education; e) educational plan development; f) preparation for high school equivalency attainment (for high school dropouts only); g) educating youth about alternative secondary school programs within the school district and helping them through the process of connecting to an appropriate program; and h) academic credit recovery. NOTE: Services getting a **youth who has dropped out of school back in school should be reported here.** Strategies designed to **keeping youth IN SCHOOL should not be reported here** and should be reported in Youth Program Element #1 Tutoring, Study Skills Training, Dropout Prevention.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes	
3	Career	Paid and Unpaid Work Experience	**WBL - Paid WEX/Internship (Youth Limited to Summer Months)** **Career**	A work experience or internship is a planned, structured learning experience that takes place in a workplace or at a worksite for youth **limited to the summer months**. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. The work experience or internship is **paid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Summer Months are defined in IL as May 1st through September 30th. **See Work Experience and Transitional Jobs policy.**	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	
			WBL - Unpaid WEX/Internship (Youth Limited to Summer Months) **Career**	A work experience or internship is a planned, structured learning experience that takes place in a workplace or at a worksite for youth **limited to the summer months**. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. The work experience or internship is **unpaid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Summer Months are defined in IL as May 1st through September 30th. **See Work Experience and Transitional Jobs policy.**	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
			WBL - Paid WEX/Internship (Not Limited to Summer Months)* **Career**	A work experience or internship is a planned, structured learning experience that takes place in a workplace or at a worksite for a limited period of time and **not limited to the summer months**. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. The work experience or internship is **paid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Do NOT record if provided as part of a Registered Apprenticeship Program or Pre-Apprenticeship Program. **See Work Experience and Transitional Jobs policy.**	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	
			WBL - Unpaid WEX/Internship (Not limited to Summer Months)* **Career**	A work experience or internship is a planned, structured learning experience that takes place in a workplace or at a worksite for a limited period of time **not limited to the summer months**. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. The work experience or internship is **unpaid**, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. **See Work Experience and Transitional Jobs policy.**	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	
			WBL - Pre-Apprenticeship Program **Career**	For younger youth, pre-apprenticeship programs can serve as a gateway to Registered Apprenticeship programs, while providing contextual learning that can promote and enhance high school completion levels. Programs are designed to prepare individuals to enter and succeed in a Registered Apprenticeship program that has a documented partnership with an employer and at least one, if not more, Registered Apprenticeship program(s) which includes all of the following: a) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of the Apprenticeship. b) Access to educational and career counseling, and other supportive services as needed by participants. c) Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework. d) Upon successful completion of the program, participants are supported to apply for a Registered Apprenticeship program and may receive preference for enrollment. A quality pre-apprenticeship program is one that also incorporates inclusive recruitment of underrepresented individuals and strives for credential acquisition. For a more in-depth definition of pre-apprenticeship in Illinois see the IWIB Apprenticeship Illinois Committee Work Group's Approved Definition for Pre-Apprenticeship. **See Work Experience and Transitional Jobs policy.**	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
			WBL - Job Shadowing **Career**	Job shadowing is a work experience option where students learn about a job by walking through the work day as a shadow to a competent worker. They witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student and can be anywhere from a few hours, to a day, to a week or more. **See Work Experience and Transitional Jobs policy.**	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	
			WBL - OJT - Private Sector (Youth)*** **Career**	OJT is provided under a contract with an employer or registered apprenticeship program sponsor in the private non-profit or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement, typically up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training. LWIAs must consider skill requirements of the occupation, participant's academic and occupational skill, work experience and the Career Plan. An OJT contract must be limited to the period of time required for participant to become proficient in the training related occupation. Do NOT record in IWDS when the service is directly related to the participant's Pre-Apprenticeship. These activities must be selected in a dropdown when adding a Pre-Apprenticeship service. Note: Per DOL, Youth OJTs are considered part of the work experience element and are not considered "training" for inclusion in MSG or Credential Measures. **See OJT policy.**	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	
			WBL - OJT - Public Sector (Youth)*** **Career**	Same as OJT just provided in the Public Sector. All provisions listed for OJT - Private Sector apply here. **See OJT policy.**	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	
			WBL - Employability Skills/Job Readiness Training (Youth) **Career**	Services that follow the Employability Skills Framework which advances a unifying set of skills that cuts across the workforce development and education sectors based on an inventory of existing employability skills standards and assessments. Soft Skills - Skills and/or abilities that enable someone to relate to others and adapt to a workplace environment and are necessary to being successful in the workplace. Soft skills are non-technical, intangible, and personality-specific skills. Soft skills may include work habits (such as punctuality, appropriate attitude and behavior, cooperation, the ability to take constructive criticism), integrity, interpersonal skills, problem-solving, multitasking, making good and informed decisions, communicating with others, positive job attitude or managing oneself in the workplace, showing initiative and reliability, etc. These services must provide youth with employability skills/job readiness training **in order to prepare for a work experience**.	Employment Measures YEER2 YEER4 YMER	Yes	No	Yes	

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WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
	N/A		**Cash Incentives (Youth)** **N/A**	Incentive payments to youth participants are permitted for recognition and achievement of milestones directly tied to training activities, work experiences, or education. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR Part 200. Federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash. **See Work Experience and Transitional Jobs policy.**	N/A	If directly tied to the completion of work experience	N/A	N/A	
4	Training	Occupational Skills Training	**Occupational Skills Training (Youth)** **Training**	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 be specified in the participants Career Plan and be of sufficient duration to impart needed skills and lead to a recognized postsecondary credential. Such programs should be outcome orientated and focused on an occupational goal specified in the Career Plan. If ITA funded, training program must be on the Illinois ETPL. **See the Training and Individual Training Accounts (ITAs) policies.**	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
			Registered Apprenticeship Program (RAP) **Training**	An apprenticeship program registered with the U.S. Department of Labor meeting the standards defined by USDOL under 29 CFR Part 29, Subpart A. Registered Apprenticeship programs provide an effective strategy to meet WIOA's emphasis on providing services to out-of-school youth and increasing youth work experiences. Registered Apprenticeship is an important talent development option that leads to career opportunities in demand-driven occupations. Registered Apprenticeship programs provide youth with the opportunity to "earn while they learn" and obtain portable credentials that can lead to additional positive post-secondary training outcomes. There are five key elements of apprenticeship: Business involvement; Structured on-the-job training; Related instruction; Rewards for skill gains; and Industry-recognized credentials. For younger youth, pre-apprenticeship programs can serve as a gateway to Registered Apprenticeship programs while providing contextual learning that can promote and enhance high school completion levels. High school students enrolled in secondary school who meet the minimum legal age of 16 can be employed as apprentices. Such programs must comply with all applicable laws, including Federal regulations on child labor as stated in the FLSA (see Child Labor Bulletin 101) and state child labor laws. Programs for high school students should: a) combine academic and technical classroom instruction with work experience, allowing youth to explore a career and develop industry-specific workplace competencies, skills, and knowledge while still enrolled in high school; b) Align academic and technical standards in secondary and postsecondary education, CTE, and industry-recognized credentials and certifications; and c) Incorporate stackable credentials of value for multiple pathways, including entrance into RA programs, community and technical colleges, universities, and sustainable employment. The Registered Apprenticeship Program must be on the Illinois ETPL. NOTE: In IWDS, youth RAPs are reported under the WEX and Training PIRL elements. There is no need to report both elements in IWDS since the system pulls from the documentation of related OJT (WEX) AND Youth Occupational Skills Training (ITA) within the RAP service. **See the Training and Individual Training Accounts (ITAs) policies.**	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	The costs directly tied to the completion of the work experience component	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
5	Career	Education Offered Concurrently with Workforce Preparation	**Integrated Education and Training (IET)/ICAPS** **Education**	The Integrated Career & Academic Preparation System (ICAPS), is the implementation of the Integrated Education and Training (IET) model in Illinois. IET is a service approach that provides adult education and literacy activities/basic academic skills which are included as part of alternative secondary school services and dropout recovery services (program element 2) concurrently and contextually with workforce preparation activities (program element 3) and workforce training (program element 4) for a specific occupation or occupational cluster for the purpose of educational and career advancement. ICAPS aims to provide an integrated pathway in Career and Technical Education (CTE) for college credit and/or program certificate opportunities for Adult Education and Literacy (AEL) students that lack basic skills. **ICAPS/IET career pathway programs must be approved by the Illinois Community College Board (ICCB)** to ensure the three components of integrated education and training are provided concurrently as well as contextually as required. **See the Adult Educatioin and the Integrated Career & Academic Preparation System (ICAPS) policy.**	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes	
6	Career	Leadership Development	**Leadership Development** **Career**	Leadership development opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: a) Exposure to postsecondary educational possibilities; b) Community and service-learning projects; c) Peer-centered activities, including peer mentoring and tutoring; d) Organizational and teamwork training, including team leadership training; e) Training in decision-making, including determining priorities and problem solving; f) Citizenship training, including life skills training such as parenting and work behavior training; g) Civic engagement activities which promote the quality of life in a community; and h) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.	Employment Measures YEER2 YEER4 YMER	No	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
7	Career	Supportive Services	**Supportive Services****	Supportive services for youth are defined as services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following: a) Linkages to community services; b) Assistance with transportation; c) Assistance with childcare and dependent care; d) Assistance with housing; e) Assistance with educational testing; f) Reasonable accommodations for youth with disabilities; g) Legal aid services; h) Referrals to health care; i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; j) Assistance with books, fees, school supplies, and other necessary items for students enrolled in Postsecondary education classes; and k) Payments and fees for employment and training-related applications, tests, and certifications. **See the Supportive Services policy.**	Employment Measures YEER2 YEER4 YMER	If directly tied to the completion of work experience	Yes	Yes - Triggers Partication No - Does Not Extend Exit	
8	Career	Adult Mentoring	**Adult Mentoring** **Career**	Adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. The final rule also states that while group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Mentoring may include academic mentoring and workplace mentoring where the local program matches a youth participant with an employer or employee of a company. Local programs should ensure appropriate processes are in place to adequately screen and select mentors.	Employment Measures YEER2 YEER4 YMER	No	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
9	Career	Follow-Up Services	**Follow-Up Services**	Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary 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. Follow-up services may begin immediately following the last expected date of service in the Youth program (and any other DOL program in which the participant is co-enrolled if the state is using a common exit policy as discussed in TEGL No. 10-16, Change 3) when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program. The final rule also states that follow-up services for youth also may include the following program elements: a) Supportive services; b) Adult mentoring; c) Financial literacy education; d) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and e) Activities that help youth prepare for and transition to postsecondary education and training. Provision of these program elements must occur after the exit date in order to count as follow-up services. In addition, such follow-up services should be documented in the case file that they were provided as follow-up services post-exit. **See Follow-Up policy.**	N/A	No	N/A	No	
10	Career	Comprehensive Guidance and Counseling	**Comprehensive Guidance and Counseling** **Career**	Comprehensive guidance and counseling provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. ETA strongly encourages integrating mental health assessments into the objective assessment process to identify potential mental health needs that must be addressed through mental health services or through referrals to mental health professionals for youth to be successful in the program. Violence Prevention is also covered under this element. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to ensure continuity of service. When resources exist within the local program or its service providers, it is allowable to provide counseling services directly to participants rather than refer youth to partner programs. This element IS NOT the day-to-day career counseling. That should be recorded as an additional episode to the Youth Career Planning (Case Management) activity. DOL guidance reiterates that this program element should not be recorded for general case management. Additionally, activities such as career awareness, career counseling, and career exploration services will be reported under element 13.	Employment Measures YEER2 YEER4 YMER	No	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
11	Career	Financial Literacy Education	**Financial Literacy Services** **Education**	Financial literacy education activities may include the following: a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions; b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit; d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions; e) Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data; f) Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials; g) Support activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling; h) Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and i) Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.	Employment Measures YEER2 YEER4 YMER	No	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
12	Career	Entrepreneurial Skills Training	**Youth Entrepreneurial Skills Training** **Education**	This program element provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Such skills may include, but are not limited to, the ability to take initiative; creatively seek out and identify business opportunities; develop budgets and forecast resource needs; understand various options for acquiring capital and the trade-offs associated with each option; and communicate effectively and market oneself and one's ideas. Approaches to teaching youth entrepreneurial skills may include, but are not limited to: a) Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and also may include simulations of business start-up and operation; b) Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas; and c) Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community. Note: Per DOL, Youth Entrepreneurial Skills Training is not considered "training" for inclusion in MSG or Credential Measures.	Employment Measures YEER2 YEER4 YMER	No	No	Yes	
13	Career	Services that Provide Labor Market Information	**Labor Market Information (LMI)** **Career**	Labor Market Information (LMI) refers to the body of knowledge that describes the relationship between labor demand and supply. This includes identification and analysis of the socio-economic factors that influence employment, training, and business decisions, such as worker preparation, educational program offerings and related policy decisions within national, State, and local labor market areas. LMI includes, but is not limited to: (1) Employment numbers by occupation and industry; (2) Unemployment numbers and rates; (3) Short- and long-term industry and occupational employment projections; (4) Information on business employment dynamics, including the number and nature of business establishments, and share and location of industrial production; (5) Local employment dynamics, including business turnover rates; new hires, job separations, net job losses; (6) Job vacancy counts; (7) Job seeker and job posting data from the public labor exchange system; (8) Identification of high growth and high demand industries, occupations, and jobs; (9) Information on employment and earnings for wage and salary workers and for the self-employed; (10) Information on work hours, benefits, unionization, trade disputes, conditions of employment, and retirement; and (11) Information on occupation-specific requirements regarding education, training, skills, knowledge, and experience.	Employment Measures YEER2 YEER4 YMER	No	Yes	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
			Career Awareness, Guidance, and Exploration **Career**	Career Exploration is the process of learning about oneself and the world of work, identifying and exploring potentially satisfying occupations, and developing an effective strategy to realize goals. This should include three main components to benefit youth; in-depth career awareness, career counseling, and career exploration services, which consist of: a) Staff provide tools and information essential for career awareness. This begins the process of developing knowledge of the variety of careers and occupations available, their skill requirements, working conditions, training prerequisites, and job opportunities across a wide range of industry sectors; b) Engage with youth to provide career counseling/coaching or guidance, providing assessment-driven advice and support in making informed decisions about career paths to pursue. Services may include guidance on choosing a career and the requirements for employment. This may include information about job search assistance, resume preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training (e.g., increased earning power and career mobility); c) Career exploration can be described as the process by which youth choose an educational path and training, or a job/career, that fits their interests, skills, and abilities; or d) Job Readiness/Workforce Preparation and Employability Skills, which provides fundamental skills for finding a job and meeting general job requirements that are not specific to a career or industry. It may include developing learning and communication skills, interviewing skills, punctuality, personal hygiene, and professional conduct, as well as competencies in teamwork, collaboration, and customer service, to prepare individuals for unsubsidized employment or training.	Employment Measures YEER2 YEER4 YMER	No	Yes	Yes	
			Referred to Employment/ Placement Assistance (STAFF ASSISTED) **Career**	Assistance by a career planner in a one-on-one setting who matches a participant with existing job openings that are related to the participant's prior job experience, career goals, and occupational interests or with the training program the individual has completed. This includes setting up interviews with potential employers.	Employment Measures YEER2 YEER4 YMER	No	Yes	Yes	
14	Career	Post-Secondary Preparation and Transition Activities	**Post-Secondary Prep & Transition Activities** **Education**	In 20 CFR § 681.460 (a)(14), the final program element is activities that help youth prepare for and transition to postsecondary education and training. This element is not further described in the final rule. Postsecondary preparation and transition activities and services prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship programs. Additional services include, but are not limited to, digital literacy; assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines; connecting youth to postsecondary education programs; and prerequisite courses required to enter into a postsecondary training program.	Employment Measures YEER2 YEER4 YMER	No	No	Yes	

* Note that the categorization of career services and training services for the title I Youth program differs from the title I Adult and Dislocated Worker programs.

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes

**Performance Measures:
This column identifies the relationship of each enrolled service to WIOA Title IB Performance Measures.
All ISY are included in the MSG and Credential Attainment Rate measures since they are attending secondary or postsecondary school.
Only OSY who are in one of the following are included in the indicators: the program element occupational skills training; secondary education during participation in the Title I Youth program; postsecondary education during participation in the Title I Youth program; Title II-funded adult education at or above the 9th grade level during participation in the Title I Youth program; the YouthBuild program during participation in the Title I Youth program; and Job Corps during participation in the Title I Youth program.
All WIOA Youth participants will be included in the denominator for Employment Rate 2nd and 4th Quarter Post Exit.
All Youth who are employed in the 2nd Quarter Post Exit will be included in the denominator of the Median Earnings measure.

***Youth OJT (839, 840) and/or ***Employment Opportunities Not Limited to Summer Months (445, 446) are NOT recorded in IWDS when the service is directly related to the participant's Pre-Apprenticeship. These activities must be selected in a dropdown when adding a Pre-Apprenticeship service.

****Per TEGL 21-16, supportive services can be provided to youth participants either during participation as Program Element 7 (Supportive Services) or after exit as a component of Program Element 9 (Follow-Up Services), though the former triggers participation while the latter does not.

Employment Measures	Training Measures
YEER2 = Youth Employment Rate 2nd Quarter after Exit YEER4 = Youth Employment Rate 4th Quarter after Exit YMER2 = Youth Median Earnings Rate 2nd Quarter after Exit	YCAR = Youth Credential Attainment Rate YMSG= Youth Measurable Skill Gains

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
			The Youth activities of Eligibility Determination/Intake, Objective Assessment, and Development of a Career Plan are required prior to enrollment into the youth program and must be entered in IWDS. These activities provide a documentation mechanism to support enrollment in the Youth program. These activities are NOT SERVICES; therefore, they DO NOT trigger participation for youth, are not included in one of the 14 youth program elements, don't count for federal reporting in the PIRL, or extend the date of exit.						
			Youth Eligibility Determination/Intake	Determination of eligibility in the WIOA Youth program. Staff collect an application and documentation to determine if the individual is eligible for the in-school or out-of-school program. **See the Youth Eligibility Policy.**	N/A	N/A	Yes	No	
			Youth Objective Assessment	This activity is provided to determine participants' skill levels and service needs. It is used to record various allowable assessments, including in-depth interviews and evaluations, of a youth's challenges to employment, occupational goal(s) and career pathway, occupational knowledge, skills, and abilities associated with that goal and pathway, and service needs. This activity may include interpreting the results of assessment tools and in-depth interviewing and evaluation to identify employment challenges and appropriate employment goals. Assessments must also consider a youth's strengths rather than just focusing on areas that need improvement. See Career Planning and Assessment Requirements policies. Career Planners providing objective assessments as part of the eligibility process is not reported as one of the 14 youth program elements in the PIRL. This is not a service tied to a program element, but a documentation mechanism for the objective assessment, which is one of the three pre-enrollment requirements. This service will be automatically added once the Getting Started Assessment has been completed in the Illinois Workforce Development System. It is required prior to the development of the Career Plan.	N/A	N/A	Yes	No	
			Development of a Career Plan	The Career Plan is an administrative document jointly developed by the participant and career planner. WIOA requires that all youth participants have a Career Plan, which is an ongoing strategy to identify the participant's educational goals, employment goals including information on career pathways to attain career objectives, suitable achievement targets, needs assessment for supportive service and the appropriate mix of services, taking into account the information documented in the Objective Assessment. The Career Plan is the basic instrument to document the appropriateness of the decisions made about the combination of services for the participant, including referrals to other programs for specified activities and assists the career planner in ensuring they address everything fully that was identified in the assessment. **Note that the development of a Career Plan is not a program element and is not reported as one of the 14 youth program elements in the PIRL. This is not a service tied to a program element, but a documentation mechanism to establish the Career Plan, which is one of the three pre-enrollment requirements, has been created.** **See Career Planning policy.**	N/A	N/A	Yes	No	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Employment/Training

Youth Program Element	Type of Service*	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Service/Activity Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	**WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)	LWIA Notes
			Training Paid by Non-WIOA Title I Funds	This activity should only be recorded in specific circumstances as a mechanism to indicate when a WIOA participant is 1) co-enrolled in another program and is being provided a training service NOT funded by WIOA Title IB; or 2) is engaged in training but the training is NOT paid by Title IB funds (e.g., paid by the participant or through grants/loans/scholarships) and is also receiving WIOA Title IB-funded individualized career services. The career planner must provide justification for the need for wrap-around WIOA services to meet the participant's employment goals that are outlined in the Career Plan. The career planner must also indicate the program providing the training service in the case notes as well as document the program on the Concurrent Programs screen if applicable. When a participant is co-enrolled, the following must be coordinated across the two programs: Career Plan and Services. ***This "other" type of training documentation WILL flag participants for inclusion in the Training measures if the Youth is enrolled in:** • Secondary education at or above the 9th grade level during participation in the title I Youth program; • Postsecondary education during participation in the title I Youth program; • Title II-funded adult education at or above the 9th grade level during participation in the title I Youth program; • YouthBuild program during participation in the title I Youth program; and • Job Corps during participation in the title I Youth program.	Training Measures* YCAR YMSG	N/A	No	No	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA Supportive Services - (PIRL Data Element Nos. 1409 and 1500)

WIOA Title I Supportive Services

Supportive Services: Supportive Services are necessary to enable a participant to successfully take part in WIOA activities for Youth or career and training activities authorized under WIOA for Adults and Dislocated Workers.

See the state Supportive Services policy. In addition, Local Workforce Innovation Boards (LWIBs) must develop a supportive services policy that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from partners or other sources.

PIRL Data Element Name	Service/Activity Label (IWDS)	Definition	Same-Day Service?	Notes
Most Recent Date Received Supportive Services	**SS - Linkages to Community Services/Referrals**	Linkages to services provided by the community or other partner programs offered via referrals to the participant. Examples include, but aren't limited to: a) Food pantries and soup kitchens; b) Homeless shelters and housing assistance; c) Substance abuse/addiction counseling; d) Mental health counseling; e) Domestic abuse intervention; f) Parenting resources; g) Childcare/dependent care assistance; h) Transportation assistance; i) Clothing assistance; j) Education and literacy programs; k) Legal Aid; l) Financial counseling; and m) Credit repair assistance.	Yes	
	SS - Transportation Assistance	Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she has the ability to make the trip from his or her residence to the training or employment site (and childcare site, if necessary) and back. Assistance may include, but is not limited to, providing for the cost of: a) Mileage reimbursement; b) Parking passes or reimbursements; c) Access to public transportation (e.g., bus pass); d) Car liability insurance; d) Vehicle registration fees; e) Driver's License fees; g) Purchase of a bicycle; h) Vehicle repairs; and i) Public rideshare assistance (e.g., Uber, Lyft). **NOTE: WIOA funds may not be used for foreign travel or to pay for fines or penalties.**	Yes	
	SS - Child/Dependent Care Support	Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that children or other dependents of the participant are properly cared for during the period of time a participant is in training or at work. Assistance may include, but is not limited to: a) Help with identifying care options such as child/adult day care or after-school programs; and b) Payments towards the costs of care. Note: The LWIB may want to address the following when drafting its local policy and procedure: i) Whether the participant must use a licensed facility; ii) Whether family and/or household members can provide the care; and iii) Attendance requirements for participants in training.	Yes	
	SS - Housing Assistance	Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she maintains or obtains adequate shelter for themselves and their families while they are a program participant. Assistance may include, but is not limited to: a) Help to identify emergency housing options; b) Financial assistance towards rent or a mortgage; and c) Financial assistance towards utilities.	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA Supportive Services - (PIRL Data Element Nos. 1409 and 1500)

WIOA Title I Supportive Services

Supportive Services: Supportive Services are necessary to enable a participant to successfully take part in WIOA activities for Youth or career and training activities authorized under WIOA for Adults and Dislocated Workers.

See the state Supportive Services policy. In addition, Local Workforce Innovation Boards (LWIBs) must develop a supportive services policy that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from partners or other sources.

PIRL Data Element Name	Service/Activity Label (IWDS)	Definition	Same-Day Service?	Notes
	SS - Educational Testing Assistance	Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she maintains or obtains access to educational testing for themselves while they are a program participant. Assistance may include, but is not limited to: a) Assistance with placement tests such as the SAT, PSAT/NMSQT, GRE, AP, MCAT, LSAT, CLEP, and others; b) Payment of test-related fees; and c) Test preparation workbooks and other study aids.	Yes	
	SS - Accommodations Support	Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she maintains or obtains reasonable accommodations for themselves while they are a program participant. Assistance may include, but is not limited to: a) Reasonable accommodations for individuals with disabilities; b) Assessments for learning disabilities; c) Funding of assistive technology/equipment and American Sign Language (ASL) interpreters; d) Funding of foreign-language interpreters to accompany participants on job interviews; and e) Helping a participant secure accommodations from a training provider or employer.	Yes	
	SS - Legal Assistance	Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she maintains or obtains legal documentation for themselves while they are a program participant. Assistance may include, but is not limited to: a) Expunging or sealing old criminal records; b) Obtaining, reinstating revoked or suspended driver's licenses; c) Assisting with securing occupational licenses when a criminal record is a discretionary obstacle; d) Untangling outstanding court debt issues; e) Negotiating wage garnishments, such as for child support orders; f) Securing certificates of rehabilitation for the formerly incarcerated; g) Stabilizing lives by preventing illegal evictions, resolving credit report problems, or filing for domestic violence restraining orders; and h) Assisting veterans with accessing healthcare, education grants, and housing services. **NOTE: WIOA cannot pay for associated fines.**	Yes	
	SS - Health and Wellness Support	Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that needed health services are made available. Health and wellness services may include, but are not limited to: a) Personal hygiene products; b) Physical examination, including vacinations, required for participation in training or as a condition of employment; c) Provision of eyeglasses; d) Essential dental services; and e) Other essential health care that is required by the program.	Yes	
	SS - Uniforms, Work Attire, and Tools	Assistance provided to participants to enable their participation in a WIOA-funded career service or training program or to assist them in obtaining a job gained through WIOA participation by providing uniforms, work attire, and tools. These may include, but are not limited to assistance with: a) Uniforms or other clothing suitable for work or interviews; and b) Protective eye gear, steel-toed boots, and other safety equipment.	Yes	
	SS - Books, Fees, or Supplies for Postsecondary Education	Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes to enable their participation in a WIOA-funded career service or training program or to assist them in obtaining a job gained through WIOA participation. These may include, but are not limited to, assistance with: a) Hard copy and electronic textbooks or other required materials; and b) Fees above and beyond tuition (e.g., application fees, per-credit fees, online course fees, campus parking fees). **Note: Under WIOA, these are not considered training costs – they are to be charged as supportive services.**	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA Supportive Services - (PIRL Data Element Nos. 1409 and 1500)

WIOA Title I Supportive Services

Supportive Services: Supportive Services are necessary to enable a participant to successfully take part in WIOA activities for Youth or career and training activities authorized under WIOA for Adults and Dislocated Workers.

See the state Supportive Services policy. In addition, Local Workforce Innovation Boards (LWIBs) must develop a supportive services policy that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from partners or other sources.

PIRL Data Element Name	Service/Activity Label (IWDS)	Definition	Same-Day Service?	Notes
	SS - Technology Assistance	Assistance with technology needs for students enrolled in postsecondary education classes to enable their participation in a WIOA-funded career service or training program or to assist them in obtaining a job gained through WIOA participation. These may include, but are not limited to, assistance with: a) Laptops, tablets, modems, routers, wireless hotspots, and other devices or software, including broadband internet service, that will allow a participant to create or maintain a wireless connection needed for training.	Yes	
	SS - Assistance with Applications, Tests, and Certifications	Assistance is provided to participants to enable their participation in a WIOA-funded career service or training program or to assist them in obtaining a job gained through WIOA participation by assisting with necessary applications, tests, and certifications needed to enter into training or obtain employment. These may include, but are not limited to assistance with: a) Fees for drug testing or medical exams, fingerprinting, vision exams, etc. required by employers or training providers; b) License issuance and license renewal fees; and c) License and certification exam fees, including retake fees.	Yes	
	SS - Other Allowable Supportive Services	Other supportive services that are made available to participants to enable their participation in a WIOA-funded career service or training program or to assist them in obtaining a job gained through WIOA participation. These may include, but are not limited to: a) Meals (for youth only); and b) Other reasonable allowable supportive service expenses included in the local board policy to permit an individual to participate in the WIOA program.	Yes	
	SS - Needs-Related Payments*	Needs-Related Payments (NRPs) provide financial assistance to those participants that qualify enabling them to participate in training. *Unlike other supportive services, in order to qualify for needs-related payments, a participant must be unemployed and enrolled in training. Participants may receive needs-related payments 30 days prior to training; however, States may grant local areas the authority to extend eligibility for exceptional circumstances. NRPs are a form of supportive service available only to adults or dislocated workers who are enrolled in training services authorized under WIOA. See the NRP policy for further guidance.	Yes	

Note: Supportive services and follow-up services in the Title I Adult and Dislocated Worker programs do not count as participation by themselves. They can only be given after someone has already received a participant-level service. Supportive services are meant to help a participant take part in career or training services. Because of this, career planners must document the need for supportive services and link them to an enrolling service. According to TEGL 10-16, Change 3, supportive services do not delay a participant's exit from the program.

All Youth program elements, except follow-up services, trigger participation once the following are completed: Eligibility determination, Objective assessment, and Career Plan. This is different from the Title I Adult and Dislocated Worker programs. In the Title I Youth program, supportive services can be provided as a follow-up service. This means they can occur after a participant exits the program and do not delay the exit date.

Note: For the Minimum Training Expenditure Requirement, supportive services paid to or on behalf of a participant enrolled in training, such as transportation, childcare, tutoring, and mentoring, and Needs-Related Payments to WIOA participants in training count toward the expenditure requirement. This includes support services to participants who receive training from a source other than WIOA funds, e.g., Pell Grants.

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA Follow-Up Services - (PIRL Data Element Nos. 1412 and 1503)

Follow-Up Services: WIOA Title I Adult, Dislocated Workers, and Youth

PIRL Data Element Name	Service/Activity Label (IWDS)	Definition	Same-Day Service?	LWIA Notes
Adult and Dislocated Worker Follow-Up Services: **The purpose of follow-up services in the Title I Adult and Dislocated Worker programs is to provide ongoing support after employment to help participants retain their jobs, advance in their careers, and address issues that could affect long-term employment success.**				
Most Recent Date Received Follow-up Service	**Follow-Up Services**	**Adult and DW -** Follow-up services must be provided, as appropriate, for participants in adult or dislocated worker workforce activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment per the Follow-Up Services policy. Follow-up services must meet the needs of the participant and may include, but is not limited to the following: a) Counseling individuals about the workplace; b) Contacting individuals or employers to help secure better paying jobs, additional career planning, and counseling for the individual; c) Assisting individuals and employers in resolving work-related problems; d) Connecting individuals to peer support groups; e) Providing individuals with information about additional educational or employment opportunities; and f) Providing individuals with referrals to other community resources. **See Follow-Up policy.**	No	
Youth Follow-Up Services: **The purpose of youth follow-up services is to provide ongoing support for at least 12 months after exit to help youth retain employment, continue education or training, and address challenges that could affect their long-term success.**				

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 19-16, TEGL 21-16, and TEGL 10-16, CH 3 Attachment VII Table A Participant Level Services Chart

WIOA Follow-Up Services - (PIRL Data Element Nos. 1412 and 1503)

Follow-Up Services: WIOA Title I Adult, Dislocated Workers, and Youth

PIRL Data Element Name	Service/Activity Label (IWDS)	Definition	Same-Day Service?	LWIA Notes
	Follow-Up Services	**Youth -** Follow-up services must be made available to all WIOA Youth for a minimum of twelve (12) months from the exit per the Follow-up Policy. 20 CFR § 681.580 describes follow-up services as "critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary 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." Follow-up services may begin immediately following the last expected date of service in the Youth program (and any other DOL program in which the participant is co-enrolled if the state is using a common exit policy as discussed in TEGL No. 10-16, Change 3) when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program. The final rule also states that follow-up services for youth also may include the following program elements: a) Supportive services; b) Adult mentoring; c) Financial literacy education; d) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; e) Activities that help youth prepare for and transition to postsecondary education and training; and f) Other services necessary to ensure the success of the youth in employment and/or postsecondary education. Provision of these program elements must occur after the exit date in order to count as follow-up services. DOL recommends that when these services are provided as follow-up services they are coded as follow-up services in state/local management information systems as opposed to program services provided prior to program exit so that management information systems clearly differentiate follow-up services from those services provided prior to exit. In addition, such follow-up services should be documented in the case file that they were provided as follow-up services post exit. **See Follow-Up policy.**	No	

Note: Per TEGL 10-16, Change 3, follow-up services do not change or delay exit as they may occur after exit in title I Adult and Dislocated Worker programs and can only occur after exit in the title I Youth program.

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 14-18, and TEGL 09-24

WIOA Disaster Recovery - (PIRL Data Element No. 1409 and 2004)

WIOA Title I Disaster Relief Employment (DRE) Component of National Dislocated Worker Grant Services

PIRL Data Element Name	Service/Activity Label (IWDS)	Definition	WIOA Performance Measure(s)	*MTE - 50%: Service Contributes to the Minimum Training Expenditure Requirement	Same-Day Service?	LWIA Notes
National Dislocated Worker Disaster Relief Grants (DWGs): This funding provides temporary disaster relief employment and other services to help communities respond to major disasters and emergencies.						
Received Services through a Disaster Recovery Dislocated Worker Grant	**Disaster Relief Employment**	Temporary employment (limited to 2080 hours or 12 months, whichever is longer) of Disaster Recovery project participants to provide humanitarian assistance and/or disaster clean-up and recovery assistance in disaster-declared, eligible counties to assist communities with disaster efforts. Humanitarian assistance generally includes actions designed to save lives, alleviate suffering, and maintain human dignity in the immediate aftermath of disasters, including activities such as the provision of food, clothing, and shelter. Disaster clean-up and recovery efforts include activities such as demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area.	N/A	No	No	
	Disaster Relief Safety Training	Safety orientation, safety training, equipment training for Disaster Relief Employment participants to safely perform work activities.	N/A	No	No	
Disaster Relief Supportive Services	**SS - Child/Dependent Care for DRE**	Services provided to a DRE participant to permit his/her participation in Disaster Relief Employment (DRE) by ensuring that children or other dependents of the participant are properly cared for during the period of time a participant is in a DRE activity. Assistance may include child/adult day care or after school programs which are in-home or outside the home. Child care usually includes supervision and shelter and may include meals and transportation.	N/A	No	Yes	
	SS - Emergency Assistance for DRE	A one-time or rare expense to allow a Disaster Relief Employment participant to participate in DRE activities by removing or reducing barriers to participation. Examples of emergency assistance include payment of utility bills, car insurance payment, rent payment, and vehicle repairs.	N/A	No	Yes	
	SS - Housing Assistance for DRE	Supportive services which assist DRE participants in maintaining or obtaining adequate shelter for themselves and their families while in Disaster Relief Employment by removing or reducing barriers to participation.	N/A	No	Yes	
	SS - Medical Tests/Care for DRE	Services provided to a DRE participant to permit him/her to participate in Disaster Relief Employment (DRE) by ensuring that needed health care services are made available. Health care services may include, but are not limited to: a) Medical care and diagnostics; b) Provision of vision services, including eyeglasses; c) Essential dental services; d) Reasonable accommodations for individuals with disabilities; e) Drug, alcohol abuse counseling; and f) Other health care or mental health services.	N/A	No	Yes	
	SS - Other Supportive Service for DRE	Other supportive services not listed elsewhere that are made available to DRE participants to enable their participation in Disaster Relief Employment by removing or reducing barriers to participation.	N/A	No	Yes	
	SS - Safety Equipment for DRE	Safety equipment needed for safely carrying out Disaster Relief Employment work tasks.	N/A	No	Yes	
	SS - Testing/Licensing/Certification for DRE	Testing, licensing, certification necessary for Disaster Relief Employment participation or continuation.	N/A	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 14-18, and TEGL 09-24

WIOA Disaster Recovery - (PIRL Data Element No. 1409 and 2004)

WIOA Title I Disaster Relief Employment (DRE) Component of National Dislocated Worker Grant Services

PIRL Data Element Name	Service/Activity Label (IWDS)	Definition	WIOA Performance Measure(s)	*MTE - 50%: Service Contributes to the Minimum Training Expenditure Requirement	Same-Day Service?	LWIA Notes
	SS - Transportation Assistance for DRE	Services provided to a DRE participant to permit his/her participation in Disaster Relief Employment (DRE) by ensuring that he/she has the ability to make the trip from his or her residence to the Disaster Relief Employment worksite (and childcare site, if necessary) and back. Assistance may include the cost of public transportation or mileage reimbursement if the participant is using his or her vehicle for transportation purposes.	N/A	No	Yes	
	SS - Work Clothing for DRE	Work clothing needed for Disaster Relief Employment such as boots, shirts, pants, gloves, rain gear, winter clothing/gear, etc.	N/A	No	Yes	
	SS - Work Tools/Supplies for DRE	Tools and/or supplies provided to a specific participant to carry out their Disaster Relief Employment work. If items are purchased for and/or assigned to a worksite, it is not reported as a Supportive Service to a participant.	N/A	No	Yes	

WIOA Services - PIRL OMB Control Number 1205-0521

WIOA Work-Based Learning (WBL) Experiences - (PIRL Data Element No. 1205, 1-7)



WIOA Title I Adult, Youth, and Dislocated Workers W

PIRL Data Element Name	Program	Service/Activity Label (IWDS)	LWIA Notes
Summary Table of WIOA Work-Based Learning Opportunities: Structured experiences such as internships, apprenticeships, or on-the-job training that build skills and prepare participants for employment.			
Summer Employment/Internships during the summer (WIOA Youth) - Summer Months are defined in IL as May 1st through September 30th.	IY ONLY	**WBL - Paid WEX/Internship (Youth Limited to Summer Months)**	
		WBL - Unpaid WEX/Internship (Youth Limited to Summer Months)	
Employment Opportunities, Including Internships, not limited to summer months**	IA, ID, IY	**WBL - Paid WEX/Internship (Not Limited to Summer Months)**	
		WBL - Unpaid WEX/Internship (Not limited to Summer Months)	
Pre-Apprenticeship Programs	IY, IA, ID	**WBL - Pre-Apprenticeship**	
Job Shadowing	IY, IA, ID	**WBL - Job Shadowing**	
On-the-Job Training (WIOA Youth)*,**	IY ONLY	**WBL - OJT - Private Sector (Youth)**	
		WBL - OJT - Public Sector (Youth)	
Transitional Jobs	IA, ID, DWG	**WBL - Transitional Jobs**	
Incentives	IY ONLY	**Cash Incentives (Youth)**	

* YOUTH OJTs are Career Level/Work-Based Learning Experiences (WBL). This differs for WIOA IA and ID.

**Youth OJT (839, 840) and/or **Employment Opportunities Not Limited to Summer Months (445, 446) are NOT recorded in IWDS when the service is directly related to the participant's Pre-Apprenticeship. These activities must be selected in a dropdown when adding a Pre-Apprenticeship service.