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LOWER SAVANNAH WIA INSTRUCTION NUMBER: PY'14-001
TO: See Distribution List
ISSUANCE DATE: December 17, 2014
EFFECTIVE DATE: December 1, 2014
REVIEW DATE:
REVISION DATE:
EXPIRATION DATE:
SUBJECT: **ADULT and DISLOCATED WORKER ACTIVITY CODE CHANGES in SCWOS**

PURPOSE: To issue changes to Workforce Investment Act (WIA) GED Prep and Basic Skills activity codes in the SC Works Online Services (SCWOS) System.

BACKGROUND: The US Department of Labor (USDOL) no longer considers GED Prep and Basic Skills classes as "training", and now considers them an Intensive Service, and shall be coded and reported as such.

POLICY: GED Prep and Basic Skills classes are Intensive Services in SCWOS. The 327 GED Training or Adult ED HS activity will be inactivated. **This change affects participants entering GED Prep or Basic Skills on or after December 1, 2014**. This policy does not apply to TAA participants co-enrolled in WIA.

In addition, when a participant is attending or has attended GED Prep or Basic Skills classes, and is attending or will attend occupational skills classroom or On-the-Job Training (OJT), identify of the specific training activity codes is necessary. The following guidelines shall offer assistance on selecting the proper activity code(s).

IF a WIA Adult or Dislocated Worker participant is attending:

a. GED Prep, Basic Skills literacy, or Adult Education classes, use the 214 Adult Literacy or Basic Skills activity code; or
b. Has attended GED, Basic Skills, or Adult Education classes in conjunction with Occupational Skills Training (simultaneously or sequentially) in addition to the 214, use the 324 Adult Education with Occupational Skills Training activity code. The 324 cannot be used without a current or previously active 214 code; or
c. Has attended GED, Basic Skills, or Adult Education classes in conjunction with On-the-Job Training (simultaneously or sequentially) in addition to the 214, use the 323 Adult Education with On-the-Job Training activity code. The 323 cannot be used without a current or previously active 214 code.

In addition, if English as a Second Language (ESL) classes are combined with Occupational Skills Training (simultaneously or sequentially), then use activity code 324 for classroom training or 323 for On-the-Job Training.

An Equal Opportunity Employer/Program. Auxiliary aids and services are available to individuals with disabilities upon request.

Always use when providing	IF combined with Occupational Skills Classroom Training (simultaneously or sequentially)	IF combined with Occupational Skills On-the-Job Training (simultaneously or sequentially)
214-Adult Education, Literacy, Basic Skills	also use activity code 324	also use activity code 323
222-English as Second Language (ESL)	also use activity cod3e 325	also use activity code 323

When participants only attend Occupational Skills Training, continue to use the regular activity code 300 or 301 for On-the-Job Training.

Capture the GED attainment for adults and dislocated under the Case Closure Tab of the activity.

Applicable to UI Claimants:
Any Adult or Dislocated Worker in activity 214 or 222 who is not simultaneously participating in a training activity will be required to meet the UI Weekly Work Search requirement in order to receive benefits.

ACTION: Please ensure that all appropriate staff (partly or fully funded WIA) receive and understand this policy within your agency.

INQUIRIES: Direct all inquiries regarding this Instruction to the Lower Savannah Council of Governments' Workforce Development Staff, Post Office Box 850, Aiken, South Carolina 29801-0850; telephone (803) 649-7981; fax (803) 649-2248; or e-mail abanderson@lscog.org.

André B. Anderson
Workforce Development Administrator

Placed on LSWIA Website