



ALASKAJOBS ACTIVITY CODE DICTIONARY

WIOA TITLE I-B YOUTH PROGRAM

Purpose and use

This dictionary identifies AlaskaJobs activity codes that are active and associated with one or more WIOA Youth program groups in the Service-Program Association master workbook. It also provides operational definitions, use limitations, system behavior, and Youth program-element reporting information.

An active system association does not, by itself, authorize a service. Staff must apply current federal law and regulations, approved AWIB policy, the grant agreement, the participant's objective assessment and ISS, and applicable fiscal requirements before entering a code or attaching a cost.

Quick overview

Active Youth-associated codes	Participant/program codes	Supportive-service codes	Follow-up codes
110	50	23	37

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Use-status key

Standard use	Code may be used when the actual service, documentation, and policy requirements are met.
Required program function	Required enrollment/case-management function that must be completed in sequence.
Administrative only	Documents an administrative status or contact; it is not a substantive participant service.
Conditional or restricted	Use only under the stated condition, approval, or system limitation.
Re-enrollment required	The service is outside allowable follow-up and requires a new Youth participation if provided with WIOA Youth funds.

System-profile fields

Reported: Whether the activity is configured to report from AlaskaJobs.

Fundable: Whether a cost can be attached to the activity in the primary configuration.

Extends 90-day clock: Whether the activity restarts the 90-day soft-exit clock.

Youth participation trigger: Whether at least one reporting mapping is configured to trigger Youth participation after required enrollment functions are completed.

MSG trigger: Whether at least one reporting mapping is configured to trigger Measurable Skill Gain inclusion.

Youth element reporting: The Youth program element associated with the master reporting group. This is a system-reporting indicator and does not replace a programmatic allowability determination.

Important performance note

An activity code alone does not establish a credential attainment outcome, Measurable Skill Gain, or other performance result. The underlying service, participant status, reporting rules, and required source documentation control.

1. General coding and documentation rules

- Enter the code that most specifically describes the service actually delivered. Do not use a generic or convenient code when a more specific active Youth code applies.
- Complete the required service sequence: Activity 117 (Determination of Eligibility), Activity 203 (Objective Assessment), Activity 406 (Development of ISS), and then one or more appropriate Youth program-element services.
- Tie program services and participant expenditures to an identified need, barrier, goal, or planned activity in the current ISS.
- Enter a supporting AlaskaJobs case note that identifies the service date, purpose, ISS connection, participant engagement or response, outcome, next step, and any expenditure justification.
- Use the actual service start and end dates. For a service delivered and completed on one day, use the same start and end date.
- Do not use an administrative entry, barrier entry, contact attempt, or document-collection activity as a substitute for a substantive service or solely to postpone exit.
- Follow-up services are limited to the allowable federal categories. A technically available F-code does not authorize a new career, education, or training service after exit; re-enroll the participant when required.
- For co-enrolled participants, coordinate service plans and funding responsibilities, avoid duplicate services and costs, and retain documentation showing which program paid for each service.

Follow-up scope

Current federal follow-up guidance permits supportive services, adult mentoring, financial literacy education, labor market and employment information (including career awareness, counseling, and exploration), and activities that prepare youth for and transition them to postsecondary education and training.

Program elements beyond those categories require re-enrollment and a new eligibility determination when WIOA Youth funds will support the service.

2. Participant and program activity codes

These codes document required enrollment functions, assessments, career services, education and training, counseling, mentoring, and work experience provided while the participant is active in WIOA Youth.

Use the most specific code that reflects the actual service. Required program functions and restricted codes are identified within the entries below.

Code	Activity name, definition, and use guidance.
085	SARA Opted Out ADMINISTRATIVE ONLY A non-reportable administrative code used to identify a participant who has opted out of SARA participation. This code does not document delivery of a WIOA Youth service. Use guidance: Do not use this administrative entry as evidence of a delivered service or solely to keep a case active. System profile: Category: PS - Other Reported: No Fundable: No Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
104	ES Registration (Staff Assisted) RESTRICTED USE Significant staff assistance with registering an individual for Wagner-Peyser Employment Services. Use guidance: Use only when staff provides significant assistance completing a Wagner-Peyser registration, and the staff member is authorized to record the Wagner-Peyser service. Do not use solely for creating an AlaskaJobs account, completing a Youth application, or enrolling a participant in WIOA Youth. System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
108	Career Guidance/Planning STANDARD USE Provides information, materials, suggestions, or advice to help the participant make occupational or career decisions. Use guidance: Same-day service: use the same start and end date when the service begins and ends on the same day, and enter a supporting case note describing the assistance, participant response, and outcome or next step. Youth element reporting: 10 - Comprehensive guidance and counseling System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
110	Barriers to Employment ADMINISTRATIVE / RESTRICTED Documents an identified or self-attested barrier that may affect the youth's ability to complete education or training, obtain employment, or retain employment. This entry identifies a barrier; it is not, by itself, a delivered service. Use guidance: Do not use this code solely to maintain an active case or postpone exit. The primary configuration marks the code as extending participation; DETS should confirm whether that setting is intentional. System profile: Category: PS - Office Services Reported: No Fundable: No Extends 90-day clock: Yes Youth participation trigger: Not configured MSG trigger: Not configured

Code	Activity name, definition, and use guidance.
117	Determination of Eligibility REQUIRED PROGRAM FUNCTION Documents the determination and verification that an applicant meets the applicable WIOA Youth eligibility requirements. Use guidance: Required sequence: enter after eligibility has been verified and before Activities 203, 406, and the first Youth program-element service. System profile: Category: PS - Office Services Reported: No Fundable: No Extends 90-day clock: Yes Youth participation trigger: No MSG trigger: No
127	Job Referral/Placement Assistance STANDARD USE Refers a screened and qualified participant to a specific job opportunity or provides documented placement assistance. Use guidance: Same-day service: use the same start and end date when the service begins and ends on the same day, and enter a supporting case note describing the assistance, participant response, and outcome or next step. System profile: Category: SS - Other Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: No MSG trigger: No
128	Job Search Assistance (Staff-Assisted)* STANDARD USE Provides staff-assisted help using job-search tools and locating job openings that match the participant's interests, skills, and Individual Service Strategy (ISS). Use guidance: Same-day service: use the same start and end date when the service begins and ends on the same day, and enter a supporting case note describing the assistance, participant response, and outcome or next step. Youth element reporting: 10 - Comprehensive guidance and counseling; 13 - Labor market and employment information System profile: Category: SS - Other Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
130	Labor Market Information Assistance* STANDARD USE Provides information about local labor-force characteristics, industries, occupations, wages, cost of living, job outlook, and other labor market conditions. Use guidance: Same-day service: use the same start and end date when the service begins and ends on the same day, and enter a supporting case note describing the assistance, participant response, and outcome or next step. System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
148	Resume and Cover Letter Assistance STANDARD USE Provides individualized assistance creating, revising, or tailoring a resume and cover letter for specific employment opportunities. Use guidance: Same-day service: use the same start and end date when the service begins and ends on the same day, and enter a supporting case note describing the assistance, participant response, and outcome or next step. System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: No MSG trigger: No

Code	Activity name, definition, and use guidance.
160	WorkKeys® STANDARD USE Administers or supports use of the ACT WorkKeys assessment to evaluate workplace skills and compare the participant's skills with occupational requirements. Use guidance: Same-day service: use the same start and end date when the service begins and ends on the same day, and enter a supporting case note describing the assistance, participant response, and outcome or next step. System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
201	Apprenticeship non-ETPL training CONDITIONAL USE Documents apprenticeship-related occupational skills training delivered outside an Individual Training Account (ITA) or Eligible Training Provider List (ETPL) pathway. The apprenticeship must be connected to the participant's ISS and career pathway. Use guidance: Use only when the apprenticeship/training arrangement and funding method are documented, and Activity 451 or 452 is not the more appropriate code. Youth element reporting: 4 - Occupational skills training System profile: Category: PS - Non-ITA Occupational Skills Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
203	Objective Assessment REQUIRED PROGRAM FUNCTION Documents completion of the objective assessment of the youth's academic and occupational skill levels, prior work experience, employability, interests, aptitudes, supportive-service needs, developmental needs, strengths, and barriers to identify appropriate services and a career pathway. Use guidance: Required sequence: enter after Activity 117 and before Activity 406 and the first Youth program-element service. Youth element reporting: 10 - Comprehensive guidance and counseling System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
216	Counseling - Group* STANDARD USE Documents an in-depth group counseling session for participants who share similar employment, education, or personal barriers. A case note must identify the session topic, the participant's engagement, and the outcome or next step without disclosing unnecessary confidential information. Youth element reporting: 10 - Comprehensive guidance and counseling System profile: Category: PS - Office Services Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
222	Internships STANDARD USE Documents a paid or unpaid internship in a private, nonprofit, or public-sector workplace. The internship must be a planned, structured work experience connected to the participant's ISS and include academic and occupational education components. Use guidance: Required sequence: Activities 117, 203, and 406 must be completed before the internship. The obsolete 412/413 prerequisite must not be used. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - Work Experience Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

Code	Activity name, definition, and use guidance.
229	Work Experience (no funding or credential) CONDITIONAL USE Documents an unpaid or externally funded work experience for which no WIOA Youth cost or credential is attached, such as volunteering, job shadowing, or another entry-level exposure activity. The current system configuration reports this code as a pre-apprenticeship work experience. Use guidance: Use only when no WIOA Youth cost is attached, and no credential-bearing training is being recorded. Because the code reports as pre-apprenticeship WEX, confirm that the reporting result matches the actual service. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - Work Experience Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
300	Adult Education and Literacy (Individualized Service) STANDARD USE Documents tutoring, study-skills training, instruction, literacy services, or evidence-based dropout prevention and recovery strategies that support completion of a secondary school diploma or recognized equivalent, or preparation for a recognized postsecondary credential. Youth element reporting: 1 - Tutoring, study skills, instruction, and dropout prevention/recovery System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
400	Adult Mentoring STANDARD USE Documents a formal adult mentoring relationship lasting at least 12 months and including structured guidance, support, and encouragement. The mentor should be appropriately screened and selected, and the mentoring relationship must be connected to the participant's ISS. Youth element reporting: 8 - Adult mentoring System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
403	Comprehensive and Specialized Assessment STANDARD USE Documents a specialized assessment of the participant's skill levels and service needs. This may include diagnostic testing, use of other assessment tools, and in-depth interviewing to identify employment barriers and appropriate education and employment goals. Youth element reporting: 10 - Comprehensive guidance and counseling System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
404	Counseling - Youth STANDARD USE Documents comprehensive guidance and counseling that supports the youth's education, career pathway, employment preparation, or behavioral-health needs. When the youth is referred to an outside counseling provider, the WIOA Youth provider must coordinate the referral and document continuity of service without recording unnecessary clinical details. Youth element reporting: 10 - Comprehensive guidance and counseling System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

Code	Activity name, definition, and use guidance.
406	Development of An Individual Service Strategy (ISS) REQUIRED PROGRAM FUNCTION Documents development of the participant's Individual Service Strategy (ISS), including assessment-based education and employment goals, career pathway, achievement objectives, planned services, responsible parties, and expected timeframes. Use guidance: Required sequence: enter after Activity 203 and before the first Youth program-element service. System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
408	Educational Achievement Services STANDARD USE Documents a customized educational-achievement service that provides academic and workforce-development support to youth facing significant barriers, including youth with foster-care, justice-system, or English-language-learning needs. Youth element reporting: 1 - Tutoring, study skills, instruction, and dropout prevention/recovery System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
409	English as a Second Language Classes STANDARD USE Documents English-language instruction or related services for a participant whose primary language is not English. Services should increase English proficiency needed for education, training, or employment success. System profile: Category: PS - Office Services Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: No MSG trigger: No
410	Financial Literacy Services STANDARD USE Documents financial literacy education that helps the participant understand budgeting, banking, credit, debt, student loans, taxes, identity protection, and the long-term effects of financial decisions. Youth element reporting: 11 - Financial literacy education System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
411	Social Coaching STANDARD USE Documents nonclinical social coaching or supportive counseling when the participant's privacy requires a general service description. The case note must still identify the service date, general purpose, ISS connection, participant response, and next step without disclosing confidential clinical information. Use guidance: Confidentiality limits the clinical detail recorded; it does not eliminate the requirement to document the service date, general purpose, ISS relationship, participant response, and next step. Youth element reporting: 10 - Comprehensive guidance and counseling System profile: Category: SS - Other Reported: Yes Fundable: No Extends 90-day clock: No Youth participation trigger: Yes MSG trigger: No
415	Job Interview Skills STANDARD USE Provides job-interview preparation and practice, including interview techniques, responses to common questions, professional presentation, and strategies for communicating skills and experience. Use guidance: Same-day service: use the same start and end date when the service begins and ends on the same day, and enter a supporting case note describing the assistance, participant response, and outcome or next step. Youth element reporting: 13 - Labor market and employment information System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

Code	Activity name, definition, and use guidance.
416	Leadership Development STANDARD USE Documents leadership-development opportunities that build responsibility, confidence, employability, self-determination, teamwork, decision-making, citizenship, community engagement, or other positive social behaviors. Youth element reporting: 6 - Leadership development opportunities System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
417	Postsecondary Transition and Preparatory Activities STANDARD USE Documents services that help a youth prepare for and transition to postsecondary education or training. Examples include exploring colleges, technical schools, and registered apprenticeships; preparing for entrance testing; completing applications and financial-aid forms; and connecting the youth to postsecondary programs and supports. Youth element reporting: 14 - Postsecondary preparation and transition activities System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
419	Support Service RESTRICTED USE A generic support-service code that is technically active for the Youth program. The code is non-reportable, fundable, and configured to extend participation. Because more specific supportive-service codes are available, this code is not approved for routine grantee use. Use guidance: Use a specific S-code whenever possible. Use 419 only under written AWIB/DETS direction. System profile: Category: PS - Training Non-ITA Reported: No Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Not configured MSG trigger: Not configured
421	Short Term Pre-Vocational Activities - Youth STANDARD USE Documents short-term pre-vocational services that develop learning, communication, interviewing, punctuality, personal maintenance, and professional conduct skills to prepare the participant for unsubsidized employment or training. Short-term is generally six months or less. Youth element reporting: 14 - Postsecondary preparation and transition activities System profile: Category: PS - Office Services Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
427	Work Readiness Skills STANDARD USE Documents work-readiness instruction that builds workplace behaviors, communication, teamwork, acceptance of supervision, problem-solving, grooming and hygiene, goal setting, dependability, and work tolerance. Youth element reporting: 13 - Labor market and employment information System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
431	Alternative Secondary School STANDARD USE Documents enrollment in an alternative secondary-school or dropout-recovery program designed for youth whose needs are not being met in a traditional secondary-school setting. Youth element reporting: 1 - Tutoring, study skills, instruction, and dropout prevention/recovery; 2 - Alternative secondary school and dropout recovery services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes

Code	Activity name, definition, and use guidance.
433	Secondary or High School Equivalency Training STANDARD USE Documents enrollment in a recognized secondary-school diploma or high-school-equivalency program after WIOA Youth participation begins. Youth element reporting: 2 - Alternative secondary school and dropout recovery services System profile: Category: PS - Other Reported: Yes Fundable: No Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
434	Basic Skills STANDARD USE Documents basic-skills instruction in reading, writing, mathematics, problem-solving, English-language functioning, or related foundational skills needed for education, training, or employment success. Youth element reporting: 1 - Tutoring, study skills, instruction, and dropout prevention/recovery System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
436	Career and Technical Education CONDITIONAL USE Documents career and technical education that provides technical skills for a specific job or occupational cluster when the service is not recorded through the ITA/ETPL occupational-skills-training code. Youth element reporting: 4 - Occupational skills training System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
438	Employment Soft Skills Training STANDARD USE Documents employment soft-skills training in communication, teamwork, professionalism, workplace behavior, time management, problem-solving, conflict resolution, and independent-living skills needed to obtain and retain employment. Youth element reporting: 4 - Occupational skills training System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
439	Entrepreneurial Training STANDARD USE Documents entrepreneurial skills training designed to help a participant start or operate a business. Training may include business planning, market research, budgeting, financing, licensing, recordkeeping, marketing, and business operations. Youth element reporting: 12 - Entrepreneurial skills training System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
441	Job Readiness Training STANDARD USE Documents job-readiness training in job-search techniques, workplace expectations, communication, punctuality, dependability, problem-solving, and other skills needed to obtain and retain employment. System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes

Code	Activity name, definition, and use guidance.
443	Job Corps RESTRICTED / CONFIRM BEFORE USE Documents participation in Job Corps, the federally administered residential education and career-training program for eligible youth and young adults. Use guidance: The current master workbook shows this code as active for four Youth program groups, non-reportable, and not associated with Youth-Statewide. Confirm intended use with AWIB/DETS before entry. System profile: Category: PS - Approved Provider Training - ITA Reported: No Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Not configured MSG trigger: Not configured
444	Non-occupational skills training CONDITIONAL USE Documents training that develops general or foundational skills that are not specific to one occupation. Use this code only when the service is training, is connected to the ISS, and a more specific occupational or program-element code does not apply. System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
445	Youth Occupational Skills Training STANDARD USE Documents Youth occupational-skills training delivered outside an ITA/ETPL-approved-provider pathway. The training must be organized, occupation-specific, connected to an in-demand career pathway and the ISS, of sufficient duration to build the required skills, and designed to lead to a recognized postsecondary credential when applicable. Use guidance: Use for non-ITA/non-ETPL occupational-skills training. Use Activity 452 for approved-provider/ITA occupational-skills training. Youth element reporting: 4 - Occupational skills training System profile: Category: PS - Non-ITA Occupational Skills Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
446	On-the-Job Training (WIOA Youth) STANDARD USE Documents WIOA Youth on-the-job training (OJT), in which an employer hires the participant and provides structured occupational training while the participant performs productive work. The activity must comply with applicable OJT and WEX requirements. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - OJT Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
451	Registered Apprenticeship (WIOA Youth) STANDARD USE Documents enrollment in a Registered Apprenticeship program sponsored by an employer, labor-management organization, employer association, or other recognized sponsor. Youth element reporting: 4 - Occupational skills training System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes

Code	Activity name, definition, and use guidance.
452	Youth Occupational Skills Training STANDARD USE Documents Youth occupational-skills training delivered through an approved provider/ITA pathway. The training must be organized, occupation-specific, connected to an in-demand career pathway and the ISS, of sufficient duration to build the required skills, and designed to lead to a recognized postsecondary credential. Use guidance: Use for approved-provider/ITA occupational-skills training. Use Activity 445 for non-ITA/non-ETPL occupational-skills training. Youth element reporting: 4 - Occupational skills training System profile: Category: PS - Approved Provider Training - ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
456	Internships (non-summer) STANDARD USE Documents a paid non-summer internship in a private, nonprofit, or public-sector workplace. The internship must be a planned, structured WEX activity connected to the participant's ISS. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - OJT Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
457	Job Shadowing STANDARD USE Documents a temporary, generally unpaid job-shadowing experience that exposes the participant to a workplace, occupation, work environment, employability skills, and potential career options. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - Work Experience Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
458	Pre-Apprenticeship Programs STANDARD USE Documents participation in a pre-apprenticeship program or strategy that prepares the youth to enter and succeed in Registered Apprenticeship and has a documented partnership with at least one Registered Apprenticeship program. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - Approved Provider Training - ITA Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
459	Subsidized Work RESTRICTED / CONFIRM BEFORE USE Documents subsidized employment in which public funds offset a portion of the participant's wages. This code is technically active for Youth but is non-reportable in the current primary configuration. Use guidance: The current master workbook shows this code as active for four Youth program groups, non-reportable, and not associated with Youth-Statewide. Confirm intended use with AWIB/DETS before entry. System profile: Category: PS - Work Experience Reported: No Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: No MSG trigger: No
460	Summer Youth Employment/Internship STANDARD USE Documents paid summer youth employment or a summer internship in a private, nonprofit, or public-sector workplace. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - OJT Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

Code	Activity name, definition, and use guidance.
463	Work Experience - Not limited to Summer months STANDARD USE Documents a paid, planned, structured work experience that is not limited to summer and includes academic and occupational education components. Use the most specific WEX code available; do not use this code for Activity 222, 229, 446, or 457. Use guidance: Use the most specific WEX code available when the activity is an internship, OJT, job shadow, pre-apprenticeship, summer employment, or another specifically coded WEX. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - Work Experience Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
464	Work Experience - Summer Employment STANDARD USE Documents paid or unpaid summer employment that is a planned, structured work experience and provides career exploration, work-readiness development, and occupational learning. Youth element reporting: 3 - Paid and unpaid work experience System profile: Category: PS - Work Experience Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

3. Supportive-service activity codes

Supportive services must be reasonable and necessary, tied to a documented barrier and ISS goal or activity, otherwise unavailable from another resource, allowable under current policy, and supported by the required approval and fiscal documentation.

The master workbook identifies 23 active Youth-associated S-codes. S17 is not included because it has no active Youth association; see Appendix A.

Code	Activity name, definition, and use guidance.
S02	Clothing STANDARD USE Documents necessary clothing needed for participation in education, training, employment, or another approved program activity, such as interview clothing, work clothing, uniforms, or specialized training apparel. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S03	Combined Room and Board STANDARD USE Documents a combined room-and-board payment when housing and food are provided as one approved amount. Youth element reporting: 7 - Supportive services System profile: Category: SS - Shelter Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S05	Dental Care STANDARD USE Documents reasonable and necessary dental care that enables participation in an approved activity. Cosmetic or elective procedures are not allowable unless directly required for training or employment. Youth element reporting: 7 - Supportive services System profile: Category: SS - Medical Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S08	Employment - Accommodations for Youth with Disabilities RESTRICTED USE Documents an employment accommodation for a youth with a disability. The current system configuration is non-reportable and non-fundable; costs must not be attached to this code. Use guidance: Do not attach costs. Use the specific fundable supportive-service code that corresponds to the actual accommodation or purchase, and document the disability-related need and coordination with other resources. System profile: Category: SS - Other Reported: No Fundable: No Extends 90-day clock: Yes Youth participation trigger: Not configured MSG trigger: Not configured
S10	Eye Care STANDARD USE Documents reasonable and necessary vision care, including an examination, frames, or prescription lenses, when needed for participation in education, training, or employment. Youth element reporting: 7 - Supportive services System profile: Category: SS - Medical Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

Code	Activity name, definition, and use guidance.
S11	Family Care STANDARD USE Documents necessary for child care, dependent care, elder care, or respite care that enables the participant to engage in an approved activity or retain employment. Youth element reporting: 7 - Supportive services System profile: Category: SS - Child Care Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S12	Health Care STANDARD USE Documents reasonable and necessary health-care services that enable participation in an approved activity, such as a required physical examination or other non-elective medical service. Youth element reporting: 7 - Supportive services System profile: Category: SS - Medical Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S15	Housing and Lodging STANDARD USE Documents reasonable housing or lodging assistance, such as rent, temporary lodging, or another approved housing cost, when necessary for participation in program activities. Youth element reporting: 7 - Supportive services System profile: Category: SS - Shelter Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S18	IDs and Licenses STANDARD USE Documents reasonable identification, testing, licensure, certification, background checks, fingerprinting, or related fees needed to participate in training or obtain employment. Examples include a state ID, driver's license, TWIC, professional license, or required occupational test. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S19	Interpretation Services STANDARD USE Documents reasonable interpretation or language-access services needed for the participant to engage in an approved program activity. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S20	Laundry/Dry Cleaning STANDARD USE Documents necessary laundry or dry-cleaning costs related to required work, interview, or training clothing. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

Code	Activity name, definition, and use guidance.
S21	Legal Services STANDARD USE Documents legal assistance needed to address a barrier to education, training, or employment, such as obtaining a driver's license, addressing a record, or resolving a housing or debt issue. WIOA funds may not pay fines, penalties, restitution, or other unallowable costs. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S22	Meals/Food STANDARD USE Documents direct vendor payment, reimbursement, or an approved advance for meals or food needed for participation in an approved program activity. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S23	Incentive STANDARD USE Documents an incentive payment awarded for a documented achievement tied to education, training, occupational skill development, work experience, or another approved ISS milestone. Incentives may not be paid merely for enrollment, attendance, or submission of eligibility documents. Use guidance: Use only under the approved AWIB incentive policy and schedule. Document the achievement, ISS connection, approval, amount, and proof of issuance. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S25	Needs Related Payments STANDARD USE Documents a needs-related payment that supports basic living needs while the participant is engaged in qualifying education or training. Eligibility, calculation, frequency, approval, and documentation must follow applicable AWIB policy. Use guidance: Use only under the approved AWIB needs-related-payment policy and calculation methodology. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S26	Other Supportive Services for Disabilities STANDARD USE Documents a disability-related supportive service or device that is necessary for participation and is not available through Vocational Rehabilitation, another partner, or a community resource. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S27	Personal Care STANDARD USE Documents reasonable personal-care, hygiene, or grooming items or services needed for participation in education, training, or employment. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

Code	Activity name, definition, and use guidance.
S30	Stipends STANDARD USE Documents a stipend paid for participation in a pre-approved education, training, or related activity. The basis for payment, attendance, and calculation must be documented and must comply with AWIB participant-payment policy. Use guidance: Use only under the approved AWIB stipend/participant-payment policy. Youth element reporting: 7 - Supportive services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S31	Training-Related Materials, Supplies, Books, Software STANDARD USE Documents required training-related materials, supplies, books, or software. Use this code for items needed to participate in training; do not use it for tuition or required training fees recorded under S32. Youth element reporting: 7 - Supportive services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S32	Training Tuition and Fees CONDITIONAL USE Documents tuition and required training fees for approved education or occupational-skills training. The expense must align with the ISS and approved provider/training activity, and it must not duplicate costs already recorded through the provider or ITA process. Use guidance: AWIB/DETS should confirm the operational rule for pairing S32 with Activity 452 or 445 and for avoiding duplicate entry of tuition already captured through the training provider/ITA process. Youth element reporting: 4 - Occupational skills training System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: Yes
S34	Transportation - Local Area STANDARD USE Documents local-area transportation needed to participate in an approved service or begin employment, including direct vendor payment, reimbursement, transit fare, mileage, or another approved method. Youth element reporting: 7 - Supportive services System profile: Category: SS - Transportation Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No
S35	Transportation - Out of Area STANDARD USE Documents out-of-area transportation needed to participate in an approved service or begin employment. When related to a job interview, staff must verify the interview and document the verification. Youth element reporting: 7 - Supportive services System profile: Category: SS - Transportation Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: Yes MSG trigger: No
S36	Work-Related Supplies, Uniforms, Tools, Glasses, Etc. STANDARD USE Documents required work-related supplies, uniforms, tools, safety equipment, corrective lenses, or similar items needed to obtain or retain employment. Youth element reporting: 7 - Supportive services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: Yes Youth participation trigger: Yes MSG trigger: No

4. Follow-up activity codes

The master workbook identifies 37 active Youth-associated F-codes. System availability does not determine federal allowability. Each entry below is classified as approved, conditional, administrative, restricted, or requiring re-enrollment.

Follow-up services must be offered for at least 12 months after exit, be based on individual need, include more than a contact attempt or collection of performance documentation, and be documented as an actual service.

Code	Activity name, definition, and use guidance.
F02	Adult Mentoring APPROVED FOLLOW-UP USE Documents adult mentoring provided after exit to support employment, education, or training retention and advancement. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Training Non-ITA Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F03	ES Registration RE-ENROLLMENT REQUIRED FOR SERVICE Documents staff-assisted Wagner-Peyser Employment Services registration during follow-up. Use guidance: A Wagner-Peyser registration may be provided through the appropriate partner program, but it is not one of the five WIOA Youth follow-up service categories. A new Youth career service requires re-enrollment. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F07	Basic Skills RE-ENROLLMENT REQUIRED FOR SERVICE Documents basic-skills instruction during the follow-up period. Use guidance: Basic-skills instruction is not an allowable stand-alone follow-up program element. Re-enroll the participant before providing a new Youth education service. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F09	Career and Technical Education RE-ENROLLMENT REQUIRED FOR SERVICE Documents career and technical education during the follow-up period. Use guidance: Career and technical education is a new training service, not a follow-up service. Re-enroll the participant before providing it through WIOA Youth. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No

Code	Activity name, definition, and use guidance.
F10	Case Maintenance/Review ADMINISTRATIVE FOLLOW-UP ENTRY Documents a follow-up contact or case review used to monitor employment, education, training, barriers, progress, and needed referrals. A contact attempt or performance-documentation request alone is not a substantive follow-up service. Use guidance: Pair this entry with the substantive follow-up service actually provided. Contact attempts or collection of performance documentation alone do not satisfy the follow-up-service requirement. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Office Services Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F12	Clothing APPROVED FOLLOW-UP USE Documents necessary clothing provided during follow-up to support employment, education, or training retention. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F13	Combined Room and Board APPROVED FOLLOW-UP USE Documents combined room-and-board assistance provided during follow-up to support retention in employment, education, or training. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Shelter Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F17	Counseling CONDITIONAL FOLLOW-UP USE Documents counseling provided during follow-up. Use is limited to counseling that fits an allowable follow-up category, such as a supportive service or career awareness/counseling connected to labor market information. Use guidance: Use only when the counseling clearly fits an allowable follow-up category. New comprehensive guidance, treatment, or career services outside the allowed categories require re-enrollment or referral to another program. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F19	Dental Care APPROVED FOLLOW-UP USE Documents necessary dental care provided during follow-up to support retention in employment, education, or training. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Medical Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F20	Drug and Alcohol Abuse Counseling CONDITIONAL FOLLOW-UP USE Documents drug- or alcohol-abuse counseling provided as a supportive service during follow-up when needed to maintain employment, education, or training. Use guidance: Document necessity, coordination with other resources, and how the service supports retention in employment, education, or training. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Medical Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No

Code	Activity name, definition, and use guidance.
F21	Educational Achievement Services RE-ENROLLMENT REQUIRED FOR SERVICE Documents educational-achievement services provided during follow-up. Use guidance: Educational-achievement services are new education services. Re-enroll the participant before providing them through WIOA Youth. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F27	Eye Care APPROVED FOLLOW-UP USE Documents reasonable and necessary vision care provided during follow-up, including an examination, frames, or prescription lenses. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Medical Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F28	Family Care APPROVED FOLLOW-UP USE Documents necessary child care, dependent care, elder care, or respite care provided during follow-up. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Child Care Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F31	Group Counseling CONDITIONAL FOLLOW-UP USE Documents group counseling provided during follow-up when the counseling qualifies as an allowable supportive service. Use guidance: Document why the counseling is an allowable supportive service and how it supports retention in employment, education, or training. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Medical Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F32	Health Care APPROVED FOLLOW-UP USE Documents reasonable and necessary health-care services provided during follow-up to support employment, education, or training retention. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Medical Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F33	Housing and Lodging APPROVED FOLLOW-UP USE Documents reasonable housing or lodging assistance provided during follow-up. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Shelter Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No

Code	Activity name, definition, and use guidance.
F34	Housing Maintenance Emergency CONDITIONAL FOLLOW-UP USE Documents an emergency housing-maintenance cost during follow-up when the emergency would otherwise prevent continued employment, education, or training. Use guidance: Use only when the emergency cost is reasonable, necessary, otherwise unavailable, and allowable under current AWIB supportive-services policy. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Shelter Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F35	IDs and Licenses APPROVED FOLLOW-UP USE Documents reasonable identification, testing, licensure, certification, background check, fingerprinting, or related fees provided during follow-up. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F36	Incentive RESTRICTED / WRITTEN AUTHORIZATION REQUIRED Documents an incentive payment during the follow-up period. Incentives are not among the five follow-up service categories identified in current federal follow-up guidance; this code is not approved for routine WIOA Youth follow-up use without written AWIB authorization. Use guidance: Do not use without written AWIB authorization. Current federal follow-up guidance identifies supportive services, adult mentoring, financial literacy education, labor market/employment information, and postsecondary transition activities; it does not identify incentive payments as a follow-up category. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F40	Interpretation Services APPROVED FOLLOW-UP USE Documents interpretation or language-access services needed during follow-up to support employment, education, or training retention. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F41	Job Development RE-ENROLLMENT REQUIRED FOR SERVICE Documents development of employment or OJT opportunities during follow-up. Use guidance: Developing new employment or OJT opportunities is a career service outside routine follow-up. Re-enroll the participant when a new Youth career service is needed. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F42	Job Interview Skills RE-ENROLLMENT REQUIRED FOR SERVICE Document job-interview-skills training during follow-up. Use guidance: Job-interview training is a new career service outside routine follow-up. Re-enroll the participant when this service is needed. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No

Code	Activity name, definition, and use guidance.
F45	Job Search Planning; Workshops, Resume Assistance RE-ENROLLMENT REQUIRED FOR SERVICE Documents job-search planning, workshops, resume assistance, or related career services during follow-up. Use guidance: Job-search planning, workshops, and resume assistance are new career services outside routine follow-up. Re-enroll the participant when these services are needed. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Office Services Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F48	Labor Market or Workforce Information APPROVED FOLLOW-UP USE Documents labor market and workforce information during follow-up, including industry and occupational information, wages, job outlook, employer skill needs, and worker supply-and-demand information. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Office Services Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F49	Laundry/Dry Cleaning APPROVED FOLLOW-UP USE Documents necessary laundry or dry-cleaning assistance provided during follow-up. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F50	Legal Services APPROVED FOLLOW-UP USE Documents legal assistance provided during follow-up to address a barrier to employment, education, or training. Fines, penalties, restitution, and other unallowable costs may not be paid. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F53	Meals/Food APPROVED FOLLOW-UP USE Documents direct vendor payment, reimbursement, or an approved advance for meals or food needed during follow-up. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F54	Needs Related Payments CONDITIONAL FOLLOW-UP USE Documents a needs-related payment during follow-up. Use only when the payment is allowable under current AWIB policy and directly supports retention in qualifying education or training. Use guidance: Use only when current AWIB policy authorizes the payment during follow-up, and the payment supports an existing qualifying education or training placement. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No

Code	Activity name, definition, and use guidance.
F58	Other Supportive Services CONDITIONAL FOLLOW-UP USE Documents another necessary supportive service during follow-up when no more specific follow-up code applies. The service must fit an allowable follow-up category and be fully documented. Use guidance: Use only when no more specific follow-up supportive-service code applies, and the service falls within an allowable federal follow-up category. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F61	Personal Care APPROVED FOLLOW-UP USE Documents reasonable personal-care, hygiene, or grooming items or services provided during follow-up. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F62	Postsecondary Transition and Preparatory Activities APPROVED FOLLOW-UP USE Documents postsecondary preparation or transition assistance during follow-up, such as applications, financial aid, enrollment steps, connection to student supports, and transition planning. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F65	Relocation Assistance APPROVED FOLLOW-UP USE Documents relocation assistance for verified employment that is consistent with the participant's ISS and follow-up plan. Allowable household and transportation costs must comply with AWIB policy. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Relocation Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F70	Training Related Books/Software CONDITIONAL FOLLOW-UP USE Documents required books, software, fees, or supplies needed to maintain an existing education or training placement during follow-up. Do not use this code to begin a new training service that requires re-enrollment. Use guidance: Use only to support retention in an existing education or training placement. New WIOA-funded training requires re-enrollment. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F71	Transportation for Local Training or Job Search/Placement APPROVED FOLLOW-UP USE Documents local-area transportation provided during follow-up to support employment, education, training, or another allowable follow-up service. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Transportation Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No

Code	Activity name, definition, and use guidance.
F72	Transportation for Out-of-Area Job Search Assistance/Placement APPROVED FOLLOW-UP USE Documents out-of-area transportation provided during follow-up for a verified interview, job fair, employment placement, education, or training need. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Transportation Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F75	Work-Related Supplies APPROVED FOLLOW-UP USE Documents required work-related supplies, uniforms, tools, or equipment provided during follow-up to support job retention. Youth element reporting: 9 - Follow-up services System profile: Category: SS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No
F76	Workshops and Vocational Education Counseling CONDITIONAL FOLLOW-UP USE Documents vocational or career counseling during follow-up. Use only when the service is limited to allowable career awareness, career counseling, career exploration, or labor market information; new career or training services require re-enrollment. Use guidance: Use only for career awareness, counseling, exploration, or labor market information allowed during follow-up. A new assessment-driven career or training service requires re-enrollment. Youth element reporting: 9 - Follow-up services System profile: Category: PS - Other Reported: Yes Fundable: Yes Extends 90-day clock: No Youth participation trigger: No MSG trigger: No

Appendix A. Legacy and replaced code crosswalk

The following codes or entries appeared in the working code list or September draft but should not be used as written for WIOA Youth.

Legacy/error	Prior name	Current code	Disposition
223	ID's and Licenses	S18	Use S18 - IDs and Licenses. Code 223 is not active for WIOA Youth.
227	Training Related Books/Software	S31	Use S31 - Training-Related Materials, Supplies, Books, Software. Code 227 is not currently associated with WIOA Youth.
316	Occupational Skills Training	452	Use 452 for approved-provider/ITA Youth occupational-skills training; use 445 when the non-ITA/non-ETPL pathway applies.
412	Incentive	S23	Use S23 - Incentive. Code 412 is inactive for WIOA Youth.
425	Transportation for Local Training or Job Search/Placement	S34	Use S34 during participation; use F71 during follow-up when the service is allowable.
F47	Labor Market or Workforce Information	F48	Use F48. F47 is Job Shadowing in the master system and is not associated with WIOA Youth follow-up.
Fc	Clothing	F12	Correct the typographical code to F12.
S17	Housing Maintenance Emergency	None for routine Youth use	S17 is active for other programs but has no active Youth association. Contact AWIB/DETS before addressing a Youth housing-maintenance emergency.

Appendix B. Items requiring AWIB/DETS policy or system confirmation

The dictionary applies a conservative operational restriction to the items below pending a documented decision or system clarification.

Code/topic	Confirmation needed
110	Confirm whether the "Extends Participation" setting is intentional for a barrier-identification entry.
419	Decide whether the generic Support Service code should remain associated with Youth or be disabled/restricted in AlaskaJobs.
S08	Clarify the intended use of an active Youth-associated code that is non-reportable and non-fundable.
S32	Confirm the business rule for pairing tuition/fees with Activities 445 or 452 and avoiding duplicate fiscal entry.
F36	Confirm whether any follow-up incentive use will be authorized; current federal follow-up categories do not expressly include incentives.
443 and 459	Confirm intended use because each code is active for four Youth groups, non-reportable, and not associated with Youth-Statewide.
Youth element 5	The master workbook does not identify an active Youth code reporting to Education Offered Concurrently with Workforce Preparation (reporting group 190). Clarify the intended coding approach.

Appendix C. Youth program-element reporting reference

This reference identifies the federal Youth program elements and the master reporting-group numbers used to display "Youth element reporting" in the code entries. A system reporting mapping does not replace the requirement to determine whether the actual service meets the federal element definition.

Element	Federal Youth program element	Master reporting group(s)
1	Tutoring, study skills, instruction, and dropout prevention/recovery	187
2	Alternative secondary school and dropout recovery services	188
3	Paid and unpaid work experience	149-155
4	Occupational skills training	168-169
5	Education offered concurrently with workforce preparation	190
6	Leadership development opportunities	191
7	Supportive services	180
8	Adult mentoring	192
9	Follow-up services	196
10	Comprehensive guidance and counseling	193
11	Financial literacy education	156
12	Entrepreneurial skills training	162
13	Labor market and employment information	194
14	Postsecondary preparation and transition activities	195

Source references

- Service-Program Association v2.xlsm (technical source for active association, reporting, funding, participation, and MSG settings)
- WIOA Youth Service Codes.xlsx (working Youth code list and descriptions)
- DRAFT Activity-Code-Dictionary-September 2026.docx (working definitions and structure)
- Workforce Innovation and Opportunity Act, 20 CFR Part 681, and current federal Youth guidance
- Current approved AWIB policies and operational guidance