

## TECHNICAL ASSISTANCE

**Date:** 5/16/2022

**Contact:** [policy@dwd.in.gov](mailto:policy@dwd.in.gov)

**Program:** Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Out-of-School Youth

**Subject:** DWD Technical Assistance 2021-21  
Indiana Career Connect (ICC) Training Activity Codes

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### Purpose

To provide guidance on ICC activity codes for WIOA-funded and non-WIOA-funded training for the Adult, Dislocated Worker, and Out-of-School Youth programs.

### References

- 20 CFR § 680.530
- DWD Policy 2020-16 *INTraining and Eligible Training Provider List (ETPL) Eligibility and Establishment Under the Workforce Innovation and Opportunity Act (WIOA) Title I*

### Definitions

**Eligible Training Providers** - An Eligible Training Provider is an entity that provides a program of training services and has been determined as eligible to receive WIOA funding for training services through an Individual Training Account (ITA).

**Eligible Training Provider List (ETPL)** - Under WIOA, each state is required to compile and disseminate a single statewide list of eligible training providers, known as the ETPL. Training providers and programs must be on the ETPL to receive WIOA funding.

**Individual Training Account (ITA)** – An ITA is a payment agreement established by the local board on behalf of a participant that utilizes WIOA Adult, Dislocated Worker (DW), or Out-of-School Youth (OSY) program funds to purchase training services. The provider and program of study, selected in consultation with the case manager, must be on Indiana’s ETPL.

### Content

Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for

individuals served by the workforce development system.<sup>1</sup> Accurate data entry of service provision, including training services, is critical to program reporting.

### **ICC Activity Codes for WIOA-Funded (ITA) ETPL Training**

Occupational skills training funded by the WIOA Adult, DW, or OCY programs **must** be on the ETPL, and case managers must use the ICC activity codes in Table I.

**Table I**

<b>Program Funding</b>	<b>WIOA Funded Training Activity Code</b>
<b>Adult or DW</b>	<b>300</b> - Occupational Skills Training – ITA Approved Provider
<b>OSY</b>	<b>416</b> - Youth Occupational Skills Training- ITA Approved Provider

### **Work-based Training Programs**

While work-based training programs may apply to be considered for the ETPL, per WIOA, certain work-based training programs are exempt from ETPL eligibility requirements. These programs may be eligible for WIOA funding utilizing a direct contract in lieu of an ITA. Work-based training:

- a. On-the-Job Training (OJT)
- b. Incumbent Worker Training (IWT)
- c. Customized Training (this includes State Earn and Learn)
- d. Internships
- e. Transitional Employment
- f. Paid or Unpaid Work Experience Opportunities

For training programs that are exempt from the ETPL, the local area must ensure adherence to WIOA regulations at 20 CFR §680.700 through §680.840.

### **ICC Activity Codes for WIOA-Funded (ITA) Work-based Training**

Table II provides examples of appropriate activity code for each of the WIOA-funded work-based training exemptions for the Adult, DW, and OSY programs.

**Table II**

<b>Training Type</b>	<b>Adult/DW Activity Code</b>	<b>OSY Activity Code</b>
On-the-Job Training (OJT)	<b>301</b> – On the Job Training	<b>428</b> – Youth On-the-Job Training
Incumbent Worker Training	<b>317</b> – Incumbent Worker Training	
Customized Training	<b>304</b> – Customized Training	
Internships	<b>218</b> – Internships	<b>427</b> – Youth Internship-Paid <b>408</b> – Youth Internship-Un-Paid
Transitional Jobs	<b>315</b> – Transitional Jobs	
Work Experience	<b>219</b> – Work Experience	<b>425</b> – Youth Work Experience -Paid <b>426</b> – Youth Work Experience-Un-Paid

<sup>1</sup> TEGL 10-16, Change 1 *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs.*

### ***ICC Activity Codes for Non-WIOA Funded Training***

In certain situations, training may be funded by partner programs, scholarships, or other Third-Party funding. In other words, WIOA funding is not being used to pay for the participant’s training costs.

However, the participant may need other WIOA-funded supports to successfully complete their training program. Table II provides the correct training activity codes to use for this type of situation.

**Table II**

<b>Non-WIOA Funded Training Activity Code</b>	<b>Partner</b>
<b>328</b> - Occupational Skills Training – Non-Approved Providers	Choose the appropriate partner funding
<b>430</b> - Youth Occupational Skills Training- Non-Approved Providers	Choose the appropriate partner funding

ICC activity codes 328 and 430 should never be used for training that is being funded by WIOA Adult, DW, or OSY funding.

### **Additional Information**

Questions regarding the content of this publication should be directed to [policy@dwd.in.gov](mailto:policy@dwd.in.gov).