

Ohio Department of Job and Family Services
RMS CODES FOR WORKFORCE (WIA/WIOA)
RANDOM MOMENT SAMPLE OBSERVATION MOMENT

Random Moment Observation General Instructions

The information reported in webRMS is used to determine how the administrative costs are spread among the programs for federal financial participation.

PROGRAMS

Select the most appropriate program code that you are working on at the selected moment.

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| 400 | WIA/WIOA
(Workforce
Investment and
Opportunity Act) | Activities and services that increase the employment, retention and earnings of participants, increase occupational skill attainment by participants, and reduce welfare dependency. |
| 401 | WIA National
Emergency Grants
(NEG) | Under the Workforce Investment Opportunity Act (WIOA), NEG provides emergency employment and training assistance to workers affected by major economic dislocations, such as plant closures, mass layoffs, or closures and realignments of military installations; or to provide assistance for an area that has suffered an emergency or a major disaster; or to provide additional assistance to eligible dislocated workers. |
| 406 | CCMEP TANF –
WDA Lead | Comprehensive Case Management & Employment Program (CCMEP)/Temporary Assistance for Needy Families (TANF) activities where the local Workforce Development Agency (WDA) is the lead agency pursuant to Amended House Bill 64 of the 131st General Assembly. |
| 407 | CCMEP WIOA
Youth Program | Youth activities under the Comprehensive Case Management & Employment Program (CCMEP). |
| 410 | WIA
Administration | Costs meeting the WIA definition of administration related to workforce investment activities performed by staff exclusively identified with WIA activities. |
| 411 | CCMEP WIOA
Youth Admin | Costs meeting the WIOA definition of administration related to workforce investment activities performed by staff exclusively identified with WIOA youth <i>activities under the CCMEP program</i> . |
| 998 | Non-reimbursable | Activities that are not being reimbursed or are being reimbursed through a mechanism other than a specific program allocation, such as a special project allocation, contract, or memorandum of understanding with another family services agency or workforce development agency. |
| 999 | Position Idle | Employee was on break, at lunch, on leave or on personal business. Also, a position currently in the time study is idle when it is due to a short-term absence when the observation moment occurs and the position is not reassigned to an employee who is not currently in the time study. |

ACTIVITY CODES

Select the one activity that best describes what you are doing at the selected moment.

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| 404 | WIA
Rapid Response
Activities | Services for displaced workers who have been displaced due to the closure of a business or industry. |
| 405 | WIA
Administration | Activities related to the administration of Workforce Investment Act (WIA) services not related to the direct provision of WIA services. Costs of administration may be claimed in accordance with rule 5101:9-31-06(C) (2) of the Administrative Code. |
| 408 | WIA
Common To
Several | Activities related to more than one WIA related service. |
| 411 | Industry Workforce
Alliance | Activities related to establishing industry sector alliances with local partners and employers in planning, managing, and developing career pathway systems. |
| 412 | WIOA Youth
Out of School
(16-24) | Activities related to services for WIOA Out-of-School Youth (OSY) <i>excluding activities related to developing and managing work experience</i> . Participants must be ages 16-24, not attending any school, and must have one of the specified barriers such as being low income combined with either basic skills deficient, English language learner, or needing additional assistance, school dropout; subject to the justice system; homeless; runaway; or other barrier listed in WIOA 129(a)(1)(B). |
| 413 | WIOA Youth
In School
(ISY)(14-21) | Activities related to youth ages 14-21 who are attending school, <i>excluding activities related to developing and managing work experience</i> . In school youth must be low income, and have one of several barriers such as basic skills deficient; an English language learner; offender; homeless; runaway; or other barrier listed in WIOA 129(a)(1)(C). |
| 414 | WIOA Youth
Work Experience
(OSY) | Activities related to developing and managing work experiences for OSY such as recruiting employers, approving training plans, monitoring worksites, and entering data or updating records related to work experience activity. |
| 415 | WIOA Youth
Work Experience
(ISY) | Activities related to developing and managing work experiences for ISY such as recruiting employers, approving training plans, monitoring worksites, and entering data or updating records related to work experience activity. |
| 416 | WIOA
Adult | Activities and expenditures related to provision of adult services. Adult services include career services and training through the OhioMeansJob (OMJ) Center delivery system. |
| 417 | WIOA
Dislocated Worker | Activities and expenditures related to services (career services and training) for dislocated workers. Dislocated workers include individuals who have been terminated, laid off, or received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise; or were self-employed, but are now unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or are displaced homemakers |
| 418 | CCMEP TANF
Administration | Includes activities related to general administration and coordination of the TANF portion of CCMEP programs, including eligibility screening interviews; intake; review of household reports; eligibility review; benefit changes; appeal hearings; recordkeeping changes to file; overpayment preparation; IEVS activity; contract creation and administration; preparation of program plans, budgets and schedules; monitoring of programs and projects; fraud and abuse units; procurement activities; public relations; services related to accounting, litigation, audits, management of property, payroll and personnel; management information systems not related to the tracking and monitoring of TANF requirements; and preparing reports and other documents. |

- 419 CCMEP TANF Assessment, Referral, and Individual Service Strategy Includes activities related to assessing the clients occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs, development of individual opportunity plan, and development of short term goals. **Does not include: Administrative activities for CCMEP such as eligibility determination or contract administration (use 418) or expenses to be charged to WIOA.**
- 420 CCMEP TANF Case Management Activities include curriculum training, intensive case management, barrier removal; housing (rent, mortgage, property tax, and homeless fee), utilities (services including electric, gas, water, and phone); transportation for families who are employed or in job training programs (services including car repairs, allowances, bus tokens, car payments, auto insurance reimbursement, and van services); and education not related to employment (services including instruction or training in literacy education, English as a second language (ESOL) and General Educational Development (GED), component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book supplies and instructional materials; counseling, transportation; and referral to community resources). **Does not include: Administrative activities for CCMEP such as eligibility determination or contract administration (use 418) or expenses to be charged to WIOA.**
- 421 CCMEP TANF Follow Up Activities Activities include management of performance measurements and activities related to work subsidies, which include payments to employers or third parties to help cover the cost of employee wages, benefits, supervision or training, and employer incentives. **Does not include: Administrative activities for CCMEP such as eligibility determination or contract administration (use 418) or expenses to be charged to WIOA.**
- 424 CCMEP WIOA Youth Ages 16-24 Out of School Services Activities other than work experience related to services for CCMEP WIOA Out-of-School Youth. Participants must be ages 16-24, not attending any school, and must have one of the specified barriers such as being low income combined with either basic skills deficient, English language learner, or needing additional assistance; school dropout; subject to the justice system; homeless; runaway; or other barrier listed in WIOA 129(a)(1)(B).
- 425 CCMEP WIOA Youth Ages 16-24 Out of School Work Experience For youth participants enrolled in CCMEP WIOA Youth Out-of-School services, costs related to the development and management of work experiences such as job development with employers, preparation of work/training plans, worksite monitoring, and job coaching. Work experiences may be paid or unpaid including summer employment, employment opportunities throughout the year, pre-apprenticeship programs, internships, job shadowing, and on-the-job training.
- 426 CCMEP WIOA Youth Ages 16-24 In School Services Activities other than work experience related to services for youth ages 16-21 who are attending school, low income, and have one of several barriers such as basic skills deficient; English language learner; offender; homeless; runaway; or other barrier listed in WIOA section 129(a)(1)(C).
- 427 CCMEP WIOA Youth Ages 16-24 In School Work Experience For youth participants enrolled in CCMEP WIOA Youth In-School services, costs related to the development and management of work experiences such as job development with employers, preparation of work/training plans, worksite monitoring, and job coaching. Work experiences may be paid or unpaid including summer employment, employment opportunities throughout the year, pre-apprenticeship programs, internships, job shadowing, and on-the-job training.
- 428 CCMEP WIOA Youth Admin Activities related to the administration of the CCMEP Workforce Innovation & Opportunity Act (WIOA) program **not related to the direct provision of CCMEP WIOA Youth services.**
- 494 NEG-OH 28 Sector Partnership Activities of local area staff when working with employers to develop career pathways in high demand industries for the purpose of moving job seekers to employment. For local areas with only a planning grant allowable activities are regional planning, industry-focused strategies, and establishing sector partnerships as described in TEGL 31-14. For local areas with approved full implementation sector partnership projects activities include those mentioned above as well as other grant related activities as described in TEGL 31-14.

