

CFIS Web WIOA Module

Sub-Project Codes and Definitions

Adult, Dislocated Worker, Rapid Response, State Special Projects and Regular National Dislocated Worker Programs

Type	Sub-Project	Description	Definition
<b>ADULT, DW, RAPID RESPONSE, STATEWIDE and REGULAR NATIONAL DISLOCATED WORKER</b>	<b>ADMIN</b>	Administration	As defined in WIOA section (3)(1), activities not related to the direct provision of workforce services. These costs include accounting, budgeting, financial and cash management; procurement and purchasing; property management; personnel and payroll; audit functions; general legal services; fiscal agent activities; and development of systems needed to perform these functions.
	<b>BUSSERV</b>	Business services	Services to employers including personnel costs to deliver labor exchange; labor market information; screening of applicants; implementation of sector partnerships and career pathways; recruitment events; human resource consultation; developing registered apprenticeship programs; assistance with reductions in force; and assistance in qualifying for tax credits.
	<b>CAREERSRV</b>	Career services (formerly Core and Intensive Services)	Costs of providing the services described in WIOA section 134(c)(2) including outreach; intake; orientation; basic and comprehensive assessment; eligibility determination; labor exchange; referrals; provision of program, supportive service, labor market, and performance information; development of employability plans; group and individual counseling; etc. Career service costs may include the personnel costs of program staff providing such services in areas not using RMS.
	<b>OTHER</b>	Other costs not identified	May be used to report accruals and obligations. Other costs should be limited and generally only reported based on instruction from ODJFS identifying the specific items to be reported as "Other".
	<b>RMS</b>	Random Moment Sample	Administrative or program costs which are allocated to the program as a result of the Random Moment Time Study (RMS) cost allocation method used by many WIOA entities in Ohio.
	<b>SUPPORT</b>	Supportive services	As defined in WIOA section (3)(59), supportive services include transportation, child care, dependent care, housing, needs-related payments and other supports necessary to enable participation in workforce services.
	<b>TOJT</b>	On-the-Job Training	Reimbursement of employer costs to hire and train a participant in the workplace based on an allowable percentage of the participant's wages. See WIOA section 134(c)(3)(H).
	<b>TRAINING</b>	Training services	Costs of training identified WIOA section 134(c)(3)(D), including occupational skills training (ITAs); entrepreneurial training; adult education and literacy activities; and customized training. Excludes transitional jobs and OJT which are training services tracked using unique codes.
	<b>TRANSJOBS</b>	Transitional jobs	Training provided through subsidized, time-limited work experiences for individuals with barriers as defined in WIOA section 134(d)(5).
	<b>WORKEXP</b>	Work experience	A career service that provides internships and work experiences that are tied to a career.

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**Sub-Project Codes and Definitions**  
**Comprehensive Case Management & Employment Program (CCMEP)**

Type	Sub-Project	Description	Definition
<b>CCMEP</b>	<b>ADMIN</b>	Administration	As defined in WIOA section (3)(1), activities not related to the direct provision of workforce services. These costs include accounting, budgeting, financial and cash management; procurement and purchasing; property management; personnel and payroll; audit functions; general legal services; fiscal agent activities; and development of systems needed to perform these functions.
	<b>CAREERSRV</b>	Youth services	Costs of services to youth including framework activities and provision of all program elements defined in WIOA section 129(c)(2) except for work experience, occupational skills training, and supportive services which are tracked under unique sub-project codes.
	<b>OTHER</b>	Other youth costs	Costs not otherwise identified including aggregated amounts reported as accruals and obligations. Other costs should be limited and generally only reported based on instruction from ODJFS identifying the specific items to be reported as "Other".
	<b>RMS</b>	Random Moment Sample	Administrative or program costs which are allocated to the program as a result of the Random Moment Time Study (RMS) cost allocation method.
	<b>SUPPORT</b>	Supportive Service	As defined in WIOA section (3)(59), supportive services include transportation, child care, dependent care, housing, needs-related payments, and other supports necessary to enable participation in workforce services. See WIOA section 129(c)(2)(G).
	<b>TRAINING</b>	Occupational skills training	Occupational skills training including training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations. See WIOA section 129(c)(2)(D).
	<b>WORKEXP</b>	Work experience	Work experiences that have as a component academic and occupational education, which may include summer and year-round employment opportunities; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. See WIOA section 129(c)(2)(C).

**CFIS Web WIOA Module**  
**Sub-Project Codes and Definitions**  
**Disaster National Dislocated Worker Grants**

*(Codes will remain inactive until Ohio receives Disaster Grant funds...)*

Type	Sub-Project	Description	Definition
<b>DISASTER GRANTS</b>	<b>DNEGADMIN</b>	Administration	As defined in WIOA section (3)(1), activities not related to the direct provision of workforce services. These costs include accounting, budgeting, financial and cash management; procurement and purchasing; property management; personnel and payroll; audit functions; general legal services; fiscal agent activities; and development of systems needed to perform these functions.
	<b>DNEGFRNGE</b>	Participant Fringe Benefits	Costs of payroll tax and other benefits paid on behalf of participants including worker compensation premiums, retirement, or insurance if applicable.
	<b>DNEGOTHER</b>	Other costs	Costs of non-personnel items needed for operation of the project such as the supplies, equipment, debris removal expenses, participant training costs, and negotiated profit paid to for-profit providers.
	<b>DNEGPGMGT</b>	Program Management	Non-administrative staff costs of program management and oversight including salary and fringe benefits of project manager, participant supervisors (if supervisors are not participants), program monitors, etc. Costs of staff travel, communications, and facilities needed to operate and manage the project are also included. Non-administrative costs allocated to the grant as a result of the Random Moment Time Study (RMS) or other cost allocation method are also included in program management costs.
	<b>DNEGSUPPT</b>	Supportive Services	Costs of personal and safety items provided to participants including immunizations needed to safely perform grant operations; items for personal use such as clothing, boots, helmet liners, and gloves.
	<b>DNEGWAGES</b>	Participant Wages	Costs of wages paid to program participants for performing approved disaster recovery or related activities.

**CFIS Web WIOA Module**  
**Sub-Project Codes and Definitions**  
**Special Projects Codes**

**For Rapid Response and State Special Project Grants only**

Type	Special Project	Description	Definition
<b>RAPID RESPONSE, STATE SPECIAL PROJECTS</b>	<b>PROJECT01</b>	State funds – first award	<p>Each project funded for a local area with ODJFS statewide dollars will be assigned a unique special project number (one through ten) upon issuance of the first increment of funds. The special project number will be identified in the decision memo or e-mail authorizing the project.</p> <p>Costs of Rapid Response and State Special Projects will be reported using the same sub-project codes defined for Adult/Dislocated Worker programs, see above. In addition the area will identify the Special Project number assigned to the award issued for the specific employer or event that incurred the cost so the expenses may be tracked separately by approved project.</p> <p>Example: XYZ Industries is facing a mass layoff and the local area requests funds to provide a transition center and OJT to the potentially affected workers. ODJFS approves the application and specifies the sub-project code as “PROJECT03” on the decision memo. The area should report all costs for operation of this transition center using sub-project CAREERSRV and the costs of the OJT services using the TOJT sub-project code. In addition, the area shall report the costs using the PROJECT03 special project code to link the costs to the XYZ Industries award. The area may request funds for a different project or event and will be provided a different special project code to isolate those costs from unrelated projects. Similarly, another local area or sub-area may also be using special project code “PROJECT03” but for a different employer or activity.</p>
	<b>PROJECT02</b>	State funds – second award	
	<b>PROJECT03</b>	State funds – third award	
	<b>PROJECT04</b>	State funds – fourth award	
	<b>PROJECT05</b>	State funds – fifth award	
	<b>PROJECT06</b>	State funds – sixth award	
	<b>PROJECT07</b>	State funds – seventh award	
	<b>PROJECT08</b>	State funds – eighth award	
	<b>PROJECT09</b>	State funds – ninth award	
	<b>PROJECT10</b>	State funds – tenth award	