

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<br>(Workforce<br>Investment and<br>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<br>Emergency Grants<br>(NEG)/WIOA<br>National<br>Dislocated Worker<br>Grants (NDWG) | Under the Workforce Investment Opportunity Act (WIOA), NEG/NDWG 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 –<br>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<br>Youth Program  | Youth activities under the Comprehensive Case Management & Employment Program (CCMEP).   |
| 408 | ODEP Disability<br>Grant RETAIN  | Retaining Employment and Talent after Injury/Illness Network- (RETAIN)   |
| 411 | CCMEP WIOA<br>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<br>Rapid Response<br>Activities  | Services for displaced workers who have been displaced due to the closure of a business or industry.  |
| 408 | WIA/WIOA<br>Common<br>To Several   | Activities related to more than one WIA related service.  |
| 416 | WIOA<br>Adult  | Activities and expenditures related to provision of adult services. Adult services include career services and training through the OhioMeansJobs (OMJ) Center delivery system. Activities may also include outreach to employers when involved with job placement and/or training that is dedicated solely to the WIOA Adult program.  |
| 417 | WIOA<br>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. Activities may also include outreach to employers when involved with job placement and/or training that is dedicated solely to the WIOA Dislocated Worker program.  |
| 418 | CCMEP TANF<br>Administration   | Includes activities and trainings/meetings related to the general administration and coordination of the TANF portion of CCMEP programs, including eligibility screening interviews; intake; eligibility review; benefit changes; financial recordkeeping changes to file related to eligibility determinations for CCMEP TANF participants; CCMEP contract creation and administration; preparation of CCMEP plans, budgets and schedules as defined in 5101:14-1-03 ; monitoring of CCMEP plans and projects; monitoring of financial grants and agreements, CCMEP appeal hearings; 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 financial reports and other administrative documents. <b><i>DOES NOT INCLUDE case management activities such as evaluating and updating client progress such as attaining a specific goal, adding or revising goals, or gaining employment; documenting in case files/activity logs, preparation for client interviews/meetings (use another applicable 400 code).</i></b> |
| 419 | CCMEP TANF<br>Assessment,<br>Referral, and<br>Individual Service<br>Strategy<br><b>(Individual<br/>Opportunity Plan)</b> | Includes CCMEP activities and trainings/meetings 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 for CCMEP. Also includes providing CCMEP program information to clients/participants. <b><i>DOES NOT INCLUDE administrative activities for CCMEP such as eligibility determination or contract administration (use 418) or expenses to be charged</i></b>   |
| 420 | CCMEP TANF<br>Case Management  | Activities related to providing CCMEP direct services to eligible individuals and families. Includes activities and trainings/meetings related to curriculum training, intensive case management, barrier removal; issuance of support services including housing (rent, mortgage, property tax, and homeless fee), utilities (services including electric, gas, water, and phone); transportation for CCMEP participants (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). Includes CCMEP case management activities such as evaluating and updating client progress such as attaining a specific goal, adding or revising goals, or gaining employment; documenting in case files/activity logs, preparation for client interviews/meetings. Also includes entering information/services in the OWCMS system. **DOES NOT INCLUDE administrative activities for CCMEP such as eligibility determination or contract administration (use 418) or expenses to be charged to WIOA.**

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| 421 | CCMEP TANF<br>Follow Up<br>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. <b>Does not include: Administrative activities for CCMEP such as eligibility determination or contract administration (use 418) or expenses to be charged to WIOA.</b>                                  |
| 424 | CCMEP WIOA<br>Youth Ages 16-24<br>Out of School<br>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<br>Youth Ages 16-24<br>Out of School<br>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<br>Youth Ages 16-24<br>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<br>Youth Ages 16-24<br>In School<br>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<br>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.  |
| 429 | Wage<br>Pathway Model  | Activities related to implementing the Wage Pathway Model (WPM) for active CCMEP participants that focuses on entry and progression in the workforce rather than on educational attainment. Also includes activities related to the issuance of WPM incentive payments.  |
| 430 | ODEP Disability<br>RETAIN  | Activities funded by the ODEP Disability RETAIN grant and related to the delivery of services to individuals who experience work disability while employed. Work disability is defined as an injury, illness, or medical condition that has the potential to inhibit or prevent continued employment or labor force participation.   |
| 486 | Flooding NDWG  | Activities funded by the National Dislocated Worker Grant (NDWG) and related to the delivery of services to areas affected by flooding.  |

487	Lordstown GM NDWG	Activities funded by the National Dislocated Worker Grant (NDWG) and related to the delivery of services to workers affected by the Lordstown GM plant closing.
488	Opioid NDWG	Activities funded by the National Dislocated Worker Grant (NDWG) and related to the delivery of services to individuals affected by the Opioid crisis.
489	RESEA NDWG	Activities funded by the National Dislocated Worker Grant (NDWG) and related to the delivery of services to unemployment insurance claimants.
494	NDWG-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.
495	NDWG -29 Power Initiative	Activities funded by the National Dislocated Worker Grant (NDWG) and related to the delivery of services to workers affected by changes in the coal industry.
497	WIOA Flood Program #2	Activities funded by the National Dislocated Worker Grant (NDWG) and related to the delivery of services to areas affected by flooding.
498	WIOA Opioid Program #3	Activities funded by the National Dislocated Worker Grant (NDWG) and related to the delivery of services to individuals affected by the Opioid crisis.
659	Connecting the Dots	Activities to assist emancipating youth who are transitioning out of foster care.
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 or Invalid Response	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