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## STATE INSTRUCTION NUMBER 14-02

**To:** WIA Administrators  
SCWOS Coordinators

**Subject:** SCWOS WIA Adult and Dislocated Worker Activity Code Changes

**Issuance Date:** November 25, 2014

**Effective Date:** December 1, 2014

**Purpose:** To issue changes to Workforce Investment Act (WIA) GED Prep and Basic Skills activity codes in the SC Works Online Services (SCWOS) system.

**Background:** Based on guidance from US Department of Labor (USDOL), GED Prep and Basic Skills classes will no longer be coded and reported as training for Adult and Dislocated Workers.

**Policy:** GED Prep or Basic Skills classes will be coded as an intensive service in SCWOS. The *327 GED Training or Adult Ed HS* activity code will be inactivated. This change affects participants entering GED Prep or Basic Skills on or after December 1, 2014.

In addition, when a participant is attending or has attended GED Prep or Basic Skills classes **and** is attending or will attend occupational skills classroom or on-the-job training, specific training activity codes must be used to indicate that both have occurred.

The following guidelines should be used to select the proper activity code(s).

If a WIA Adult or Dislocated Worker participant:

- is attending GED Prep, Basic Skills, Literacy, or Adult Education classes, use the *214 Adult Literacy or Basic Skills* activity code;
- is attending or has attended GED, Basic Skills, or Adult Ed classes in conjunction with occupational skills classroom training (simultaneously or sequentially), **in addition to the 214**, use the *324 Adult Education with Occupational Skills Training* activity code. The 324 cannot be used without a current or previously active 214 code; or,
- is attending or has attended GED, Basic Skills, or Adult Ed classes in conjunction with on-the-job training (simultaneously or sequentially), **in addition to the 214**, use the *323 Adult Education with On-the-Job Training* activity code. The 323 cannot be used without a current or previously active 214 code.

In addition, if English as a Second Language (ESL) classes are combined with occupational skills training (simultaneously or sequentially), then activity code 324 for classroom training or 323 for on-the-job training will be used.

Always Use When Providing	If Combined with Occupational Skills Classroom Training (Simultaneously or Sequentially)	If Combined with Occupational Skills On-the-Job Training (Simultaneously or Sequentially)
214-Adult Ed, Literacy, Basic Skills	Also Use Activity Code 324	Also Use Activity Code 323
222-English as Second Language (ESL)	Also Use Activity Code 324	Also Use Activity Code 323

When participants only attend occupational skills training, continue to use the regular activity code (e.g. 301, 302) denoting the specific training.

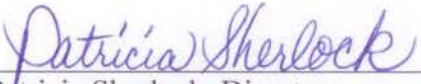
GED attainment should be captured in the Case Closure screens.

Applicable to UI claimants: Any Adult or Dislocated Worker in Activity 214 or 222, who is not simultaneously participating in a training activity, will be required to meet the UI weekly work search requirement in order to receive benefits.

This policy does not apply to TAA participants co-enrolled in WIA. Further, this policy does not apply to WIA Youth participants.

**Action:** Please ensure that all appropriate staff receive and understand this policy.

**Inquiries:** Questions may be directed to Mary jo Schmick at [mschmick@dew.sc.gov](mailto:mschmick@dew.sc.gov), or 803-737-2708.

  
 Patricia Sherlock, Director  
 Policies and Procedures