

P.O. Box 995  
1550 Gadsden Street  
Columbia, SC 29202  
dew.sc.gov



Henry McMaster  
Governor

G. Daniel Ellzey  
Executive Director

---

**STATE INSTRUCTION NUMBER 17-02, Change 1**

**To:** DEW Area Directors  
DEW Regional Managers

**Subject:** Wagner-Peyser Reporting Requirements and Activity Codes

**Issuance Date:** September 20, 2019

**Effective Date:** Immediately

**Purpose:** This guidance updates the list of Wagner-Peyser (WP) activity codes that trigger participation for federal reporting purposes.

**Background:** WP services are available to any person who wishes to access them without regard to eligibility, employment, or income status. Previously, any engagement with the labor exchange system and/or WP staff (e.g., using SCWOS to look for work, receipt of basic information from staff, or referrals to partners or services) would make an individual a WP participant. The Workforce and Innovation Opportunity Act (WIOA) requires States to collect information and report individuals based on their level of engagement with the workforce system. The category of reportable individual allows the US Department of Labor (DOL) to identify the individuals who engaged with the workforce development system on an initial level, but who do not receive a significant staff-assisted service that would make them participants. Outcomes of reportable individuals are not included in performance. Only individuals who meet the definition of "participant" are included in performance indicators.

**Policy:** WIOA defines two categories of individuals accessing the workforce system:

- Reportable Individuals
- Participants

**Reportable Individuals** are those who only use the self-service system or receive information-only services or activities. Reportable Individuals are not included in WP performance. Self-service occurs when individuals independently access any workforce program's information and activities in either a physical location, such as an SC Works center, or remotely via the use of electronic technologies. Self-service does not uniformly apply to all virtually accessed services. For example, virtually accessed services that provide a level of support beyond independent job or information seeking on the part of an individual would not qualify as self-service. Information-only services or activities are those that provide readily available information that

does not require an assessment by a staff member of the individual’s skills, education, or career objectives.

**Participants** are reportable individuals who receive individualized career services or basic career services that are neither self-service nor information-only. Participants are included in WP performance.

**Services that Trigger Participation**

When a reportable individual becomes a participant by receiving a significant staff-assisted service, the WP application must be fully completed in order to accurately record activities. Under federal reporting requirements, staff must complete additional demographic data screens in SCWOS to fully enroll an individual in the WP program as a participant. The following revised federally reported activities require significant staff involvement, including referrals, and therefore trigger participation and the additional data collection elements:

105: Job Finding Club	189: Referral to Veteran Staff
106: Provided Internet Job Search Support	190: referral to Reemployment Services
115: Resume Preparation Assistance	202: Career Guidance/Planning/Counseling
123: Job Development Attempt/Contact	203: Comprehensive Specialized Assessment
124: Federal Bonding Assistance*	204: Testing
126: Tax Credit Certification*	205: Development of Individual Employment Plan (IEP)
137: WP Initial Assessment	208: Referred to Federal Training
138 Referral to Veterans’ Affairs VR&E Program	209: Referred to other Federal or State-Funded Assistance
139: Staff-Assisted UI Claim Assistance	210: Referred to Educational Services
140: Provision of Financial Aid Eligibility Assistance	211: Referred to WIOA
141: Provision of Financial Literary Services	500-503, 505: Job Referrals
178: Referral to Supportive Service	

*\*Activity codes entered by state-level staff only.*

**Note:** For the most up-to-date WP Activity Codes, see the “WP Activity Code Summary” document under Staff Online Resources in SCWOS.

**Action:** Ensure that all staff receive and understand this policy and review the revised WP activity codes.

**Inquiries:** Questions may be directed to Policies and Procedures at [PolnPro@dew.sc.gov](mailto:PolnPro@dew.sc.gov).



Kevin Cummings, Director  
 Policies and Procedures