



Prison to Employment Initiative Data Reporting Guide

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Prison to Employment Initiative: Data Reporting Guide

This document provides guidance and establishes procedures regarding data reporting for the Prison to Employment (P2E) Initiative. This guidance applies to all Regional Planning Units (RPU) that receive P2E Initiative funds and is effective through the full period of the grant. This document may be updated to better reflect changes to statewide data reporting processes. Any updates will be posted to the California Workforce Development Board's (CWDB) [website](#).

Background

In accordance with the requirements specified by Senate Bill (SB) 856 and the P2E Initiative [Direct and Supportive Service Request for Applications \(RFA\)](#), this guidance document is intended to provide more detailed guidelines for the performance evaluation and data reporting requirements for activities funded under the P2E Initiative. This document pertains to all activities funded through the Direct Services Grant as well as the Supportive Services and Earn and Learn Grant.

The data reporting requirements presented in this document align with required data reporting guidelines as specified in the [Supplemental Report of the 2018-19 Budget Act](#), which dictates the CWDB shall provide interim and final reports to the Legislature on the P2E Initiative, summarizing aggregate outcome data collected for the grants pursuant to Unemployment Insurance Code 14033, including any available information on the following:

- The ability of the grantees to provide the services proposed in the grant to the number of individuals specified in the grant as evidenced by, among other things, whether the grantee completed the work proposed.
- The ability of individuals to successfully complete relevant programming funded under the grant as demonstrated by relevant measures directly related to the purpose of the program.
- The ability of individuals to transition into or be integrated into the broader workforce and education system as evidenced by enrollment in relevant programs.
- The ability of individuals to succeed in both the broader workforce and education system and labor market once they transition into the broader system. This shall be measured by tracking these individuals utilizing the existing performance monitoring systems and metrics governing relevant programs and outcomes once they transition into the broader system.
- The number of individuals served under each initiative.

Note that this document applies only to participants receiving services funded through the P2E Initiative. The CWDB will use data collected to develop a formal program evaluation at the end of P2E's three-year term. This report will be used to inform stakeholders and policymakers on a number of program metrics including: the number of individuals served, the types and

frequency of services furnished, participants' labor market outcomes, geographic trends among participants and services, as well as a number of additional trends. Regions partnering with community-based organizations (CBOs) and other external partners that are unfamiliar with CalJOBS should ensure those partners are sufficiently trained to enter data in the manner described in this document. Resources for new CalJOBS users are provided in Appendix IV.

Policies and Procedures

In an effort to ensure program data is collected in a manner that will allow for meaningful evaluation of participant outcomes, CWDB has developed data entry guidelines for the P2E Initiative. These guidelines are intended to assist front-end staff, program administrators, and data entry professionals in sufficiently capturing participant characteristics and program activities funded through P2E.

All relevant program data is to be entered into CalJOBS unless otherwise specified.

Assigning a Single Entity for Data Capture

As referenced in RFA #84049, each RPU awarded P2E funding is to appoint a single entity that will be responsible for ensuring all of the RPU's program and participant data is sufficiently collected and entered into CalJOBS. In most cases, this entity will be a Local Board with staff experienced in using CalJOBS. This entity will also be considered the CWDB's point of contact to the region in the event of any questions or issues related to the region's data collection.

The CWDB expects numerous partners in each region to provide services funded through this grant; however some service providers, particularly new CBO partners, may lack familiarity with the CalJOBS system. The primary role of the regional point of contact will be to ensure sufficient processes are in place to ensure: 1) all participant and activity data is captured per the specifications of SB 866 and this document, and 2) staff responsible for data input are familiar with the Initiative's data reporting requirements and are properly trained to input data into the CalJOBS system. CWDB and the Employment Development Department (EDD) will offer training throughout the state to provide front-line staff with additional direction on using CalJOBS, including inputting data pursuant to the requirements of the Initiative.

The entity responsible for monitoring each RPU's data collection and reporting should be identified in the RPU's application to RFA #84049.

Capturing Participant Characteristics

This section describes the process to be used for entering individual P2E participant information into CalJOBS. The existing process for entering formerly incarcerated and justice-involved individuals into the CalJOBS systems provides users with a single code for "ex-offenders." This code aligns with Workforce Innovation and Opportunity Act (WIOA) performance reporting and has been sufficient for broadly categorizing this group. Under P2E, CWDB seeks to expand on the existing categorization and provide an expanded more robust range of options for

identifying this population in order to develop a more nuanced understanding of which individuals are accessing services through this grant. To achieve this, CWDB and EDD have developed additional criteria to quantify participating individuals' previous contact with the justice system in greater detail. Appendix I offers a visual aid for the process outlined below.

Individuals eligible to receive services through P2E will fall into one of two general categories: Formerly Incarcerated or Justice-Involved. Practitioners entering data on individuals receiving services funded by the Initiative must first determine which of these two categories accurately categorizes an eligible individual. These eligibility categories are mutually exclusive of one another, and practitioners should use a potential participant's most recent conviction to establish which eligibility category to assign an individual. Individuals who do not fall into either category are not eligible to receive services under the P2E Initiative. The tables on pages 7-8 offer a visual aid for the eligibility determination and subpopulation classification process.

Note that participating individuals' Justice-Involved or Formerly-Incarcerated characteristics should be entered into CalJOBS in addition to all other relevant demographic categories and employment barriers.

Formerly Incarcerated Eligibility

The Formerly Incarcerated category refers to an individual who has, at any time, served a custody sentence in any adult or juvenile federal, state, or local detention facility; or in any alternative custody program such as home detention. For these individuals, practitioners will determine information for two general categories: type of incarceration and post-release classification. For individuals who have gone through multiple instances of incarceration, practitioners should select the options that correspond to that individual's most recent period of incarceration.

Types of incarceration include federal facilities, state facilities, and county facilities. After a practitioner enters an individual's incarceration type, the practitioner will select the relevant subcategory under the selected incarceration type, if applicable. Refer to the table on page 7 for subcategories by incarceration type.

Post-release classification is the second mandatory data element required for formerly incarcerated individuals. Practitioners will select from one of the four general categories of classification: federal supervision, state parole, county probation/post-release supervision, or fully discharged without post-release supervision. A corresponding subcategory should then be selected, if applicable (see page 8).

Individuals who receive services funded through P2E who are currently incarcerated are considered formerly incarcerated for the purposes of eligibility determination. While these individuals are eligible to receive P2E services, the CWDB strongly encourages grantees to focus service provision on incarcerated individuals who will be released and prepared to move into the broader workforce and/or education system(s) within the period of the P2E grant as labor

market outcomes for all participants will be tracked for all P2E participants, and individuals who are not released during the grant term will, by definition, be unable to enter the broader workforce or education systems during the grant term.

Justice Involved Eligibility

The term “justice-involved” is defined in Section 14040(b) of the Unemployment Insurance Code and refers to individuals (adults and juveniles) who are on parole, probation, mandatory supervision, post-release community supervision, or are otherwise part of the supervised population as defined in Penal Code §1234(d), and/or under the jurisdiction of a county or the California Department of Corrections and Rehabilitation (CDCR). This also includes individuals who are on county informal probation, county deferred entry of judgement, or any other county diversion program such as drug courts, veterans courts, community courts or other specialty courts.

Unlike the formerly incarcerated eligibility determination, practitioners will select a single characteristic from a set of seven general categories: State Parole, County Informal Probation, Post Release Community Supervision (PRCS), County Probation (non-PRCS), County Deferred Entry of Judgement, County Mandatory Supervision, and Other County Diversion Program (see page 8).

Establishing Eligibility

Documentation to support a participant’s formerly incarcerated or justice-involved status is required to establish P2E eligibility. Examples of verification include police records, official correspondence from a parole or probation department, phone verification by a parole or probation agent, or other official documentation demonstrating an individual’s relevant interaction with the criminal justice system. In the event that a participant is unable to provide verification – self-attestation can be used; however this should be a last resort and not standard practice.

P2E Initiative Eligibility and Subpopulations

1a. Formerly Incarcerated Eligibility - Type of Incarceration

Federal Facility	State Facility - includes all CDCR State Prisons or CDCR contracted out-of-state facilities	County Facility
Federal Penitentiary	State Prison	County Jail
Tribal	MCRP - Male Community Reentry Program	ACP - Alternative Custody Program, includes home detention and work release
Military	CCTRP - Custody to Community Transition Reentry Program	A felony prison term served in county jail under Penal Code 1170(h)
Immigration Detention	ACP - Alternative Custody Program	County Juvenile Hall or Other Local Juvenile Facility
Home Detention	CPMP - Community Prisoner Mother Program	
	DJJ - Division of Juvenile Justice	

1b. Formerly Incarcerated Eligibility - Postrelease Classification

Federal Supervision	State Parole	County Probation, including Postrelease Community Supervision (PRCS)	Fully Discharged, not under any postrelease supervision
Federal Probation	Residential Programs - including Female Offender Treatment and Employment Program (FOTEP), Parolee Service Center (PSC), Residential Multi-Service Center (RMSC), Specialized Treatment for Optimized Programming (STOP), Transitional Housing Program (THP)	PRCS - Postrelease Community Supervision (released from state prison, supervised by County Probation)	
Federal Supervised Release	Outpatient and Drop-In Programs - includes Caltrans Parolee Work Crew Program, Community-Based Coalition (CBC), Computer Literacy Learning Center (CLLC), Day reporting Centers (DRC), Substance Abuse Treatment and Recovery Program (STAR)		

2. Justice-Involved Eligibility (actively under supervision or under the jurisdiction of CDCR or a County)

State Parole	County Probation, non-PRCS (formal probation, non-prison release)	Post Release Community Supervision (released from state prison)	Informal Probation
County Mandatory Supervision	County Deferred Entry of Judgement	Other County Diversion Program	

CalJOBS Enrollment Process for P2E Participants

Participant enrollment using the CalJOBS system will follow a similar process to the existing enrollment process for WIOA Title I Adult and WIOA Title I Youth participants and the interface used for participant enrollment and data capture will be nearly identical to that of the Title I application, with some notable exceptions. Users should note those exceptions in order to ensure Initiative participant characteristics and activities are adequately captured.

[Appendix III](#) provides specific information on differences in the Initiative’s enrollment process relative to that of WIOA and provides instructions on how to navigate the CalJOBS enrollment process for Initiative participants. Differences exist for the following stages of enrollment:

- Right to Work Verification
- Citizenship
- Selective Service
- Low Income Exception (In-School Youth only)
- P2E Eligibility Requirement
- Formerly Incarcerated and Justice Involved Categories in CalJOBS

Additionally, new data fields have been created specifically for the expanded list of formerly incarcerated and justice-involved populations described in the previous section of this document. Those fields are located in the “Miscellaneous” section of the application and will automatically appear once the CalJOBS user selects the “Prison to Employment Initiative Participant” option (see Figure 5 in Appendix I).

P2E Initiative Grant Codes and CalJOBS

The below grant codes have been created to track activities funded through each P2E grant. WIOA Title I requires separate grant codes for youth and adults, P2E does not require this. At the onset of initiating an application a participant will be entered as either a youth or adult in the CalJOBS system but once the participant is enrolled into the Non-WIOA special grant/P2E program at the end of application process, all participants will be tracked under one grant code.

It is important to note that there are two P2E contracts with separate funding streams and outcomes. Some programs are using both grants to serve the same participants while others are serving a cohort with Direct Services funds and a separate cohort with Supportive Service funds. At the end of the application when selecting the Non-WIOA special grant, both 2287 and 2286 will be an option. If a participant is being served with both funding streams/contracts then they would be enrolled into both 2287 and 2286. If a participant is only being served with the Direct Services contract then 2287 would be chosen. There is always the option to go back at a later date and attach the other grant code to the participant.

Direct Services: **2287**

Supportive Service / Earn and Learn: **2286**

Capturing Program Activities

P2E grantees are asked to record all data on services provided to individuals through the Initiative using the CalJOBS system. For a more complete discussion of allowable uses of Initiative funds, please refer to the “Allowable Uses” section of [CWDB RFA #84049](#).

All activities allowed under WIOA are also allowable under the P2E Initiative. [Appendix II](#) includes a table which lists allowable uses under the Initiative as defined by SB 866 and the corresponding CalJOBS codes that should be used to record those activities. Practitioners should use the CalJOBS activity codes that most accurately correspond to the services rendered.

Program Exit for P2E Participants

Under the WIOA Title I application an exit is the last date of service for all programs that utilize the WIOA Title I application, and there is no ability for the participant’s service “clock” to reset once exited.

There are a few instances that allow for a hard exit, called an Exclusionary Exit, incarceration is one. An Exclusionary Exit is an immediate exit from the program. For P2E if a participant is incarcerated and the sentence is less than 90 days a hard exit is not recommended. This provides an opportunity to work with the individual during incarceration and upon release. If a participant's sentence is longer than 90 days it is recommended to perform an Exclusionary Exit.

Additionally, for P2E those who are co-enrolled into other programs **through the Title I application**, the date in which individuals stop receiving services funded through P2E may not represent an exit if those individuals continue to receive services funded through programs other than P2E. An example would be if a participant enrolled into WIOA Title I and P2E, both through the WIOA Title I application. If a participant is ready to exit P2E they are not officially exited until the completion of both programs. This means that outcomes that occur past exit will not begin until the completion of all programs under the Title I application are final. In order to fulfill CWDB’s statutorily required reporting requirements, grantees will be asked to track co-enrolled individuals’ participation in other programs throughout their enrollment in P2E as well as retention in employment upon exit, based on WIOA metrics.

Quarterly Reporting Requirements

Additional program information will be collected through the quarterly reporting process. RPU should note the below reporting requirements:

- Reports are due on a quarterly basis and submitted to the Project Manager.
- A report template will be provided via email at the end of each quarter.
- All reports (and supporting documentation) must be submitted on time and will be due on the 20th of the month following the end of quarter.
- Reports will require information about both program and fiscal.

- Reports will require information about participant enrollment and/or participation in other workforce or education programs. Enrollment in other programs is not a requirement for P2E; however statutory requirements dictate this information is to be collected and reported to the Legislature. More detailed instructions on how to capture this data will be included with the quarterly report template.
- Additional data may be requested via the quarterly reporting process in order to capture statutorily required data points.

The first quarter report template will be sent at the end of December 2019 and will be due by January 20, 2020.

Inquiries

Please contact the CWDB's Corrections-Workforce Partnership team at reentry@cwdb.ca.gov with any questions about this document.

Figure 2. Identifying Type of Incarceration for Formerly Incarcerated Individuals

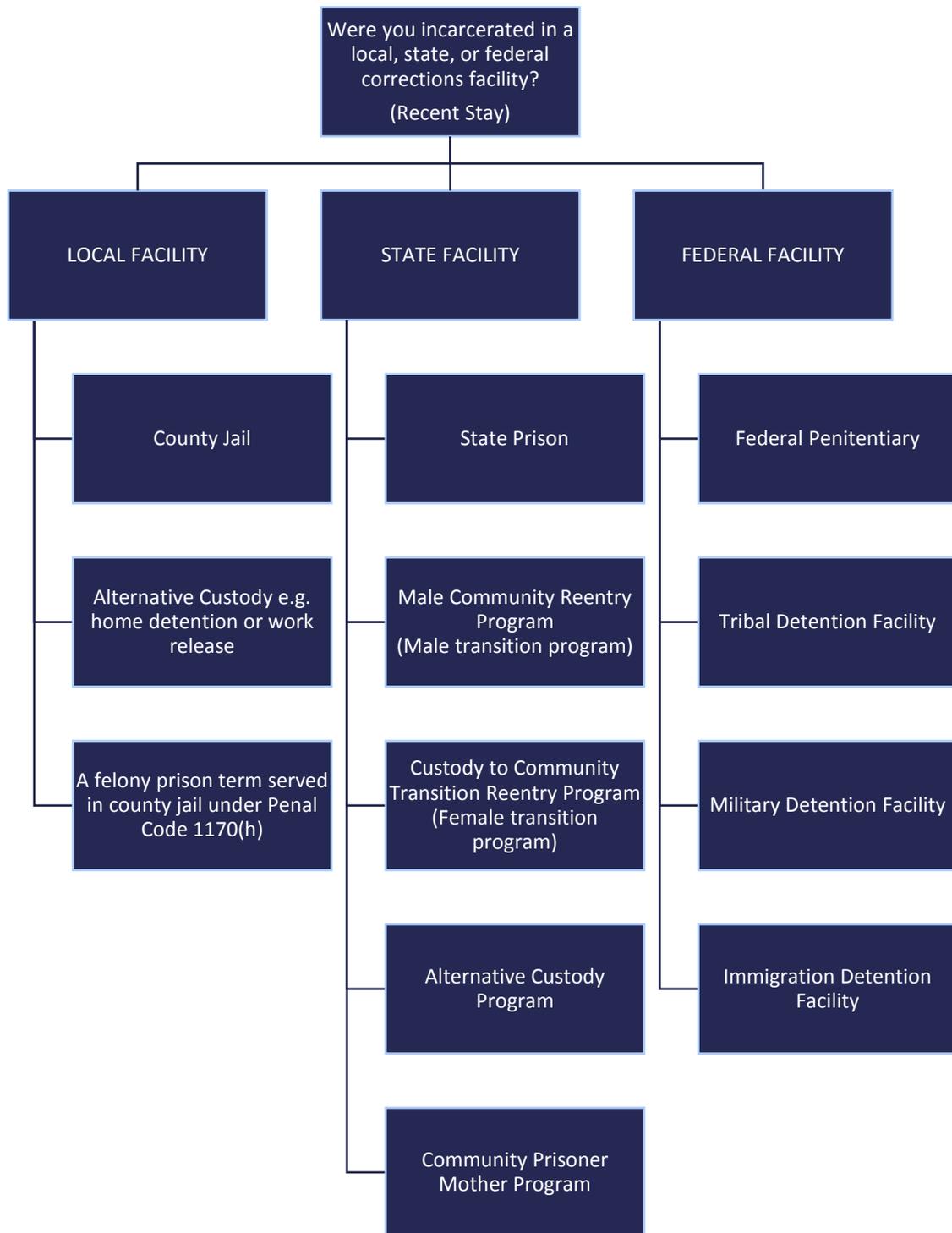


Figure 3. Identifying Postrelease Classification for Formerly Incarcerated Individuals

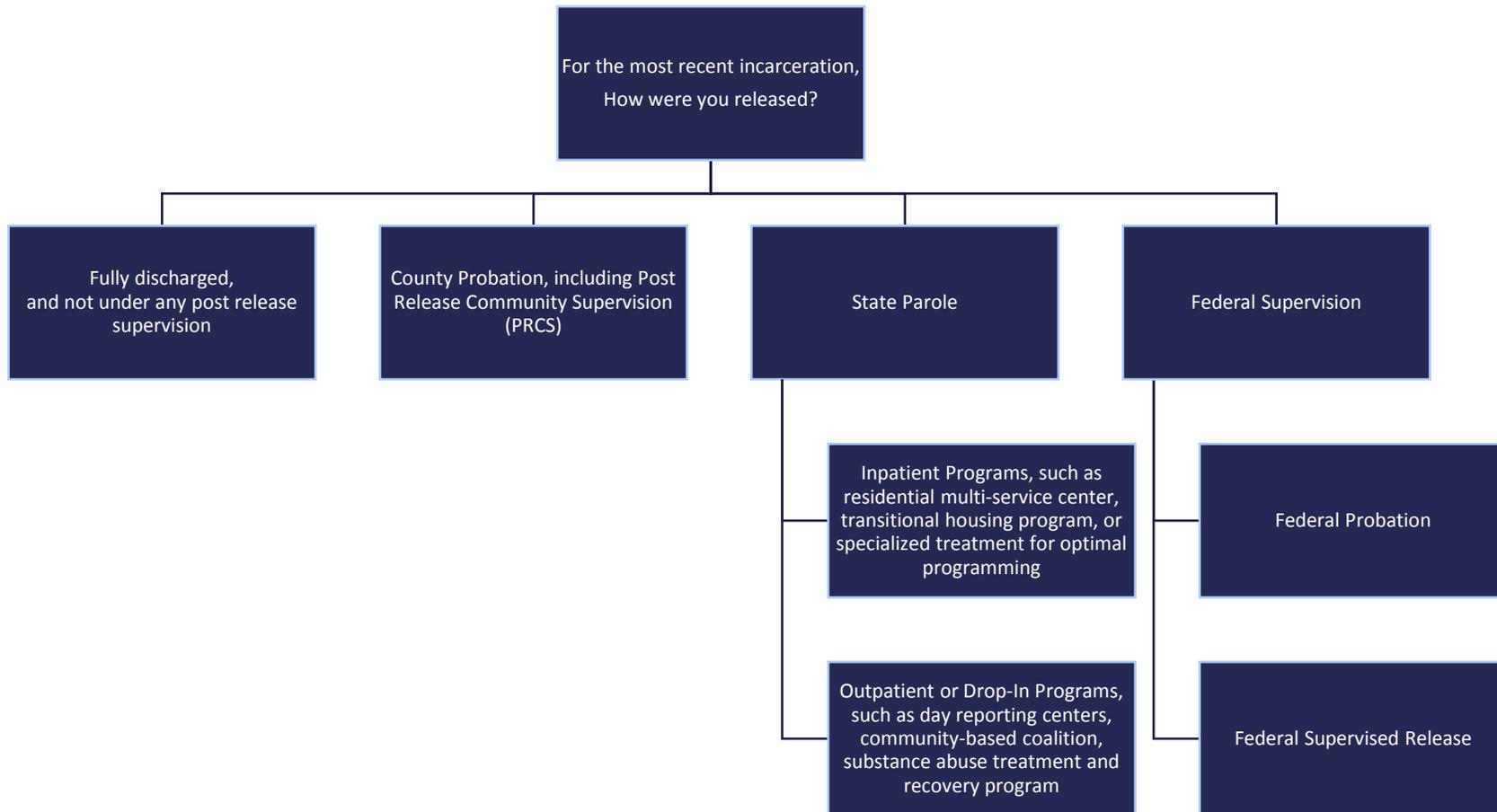
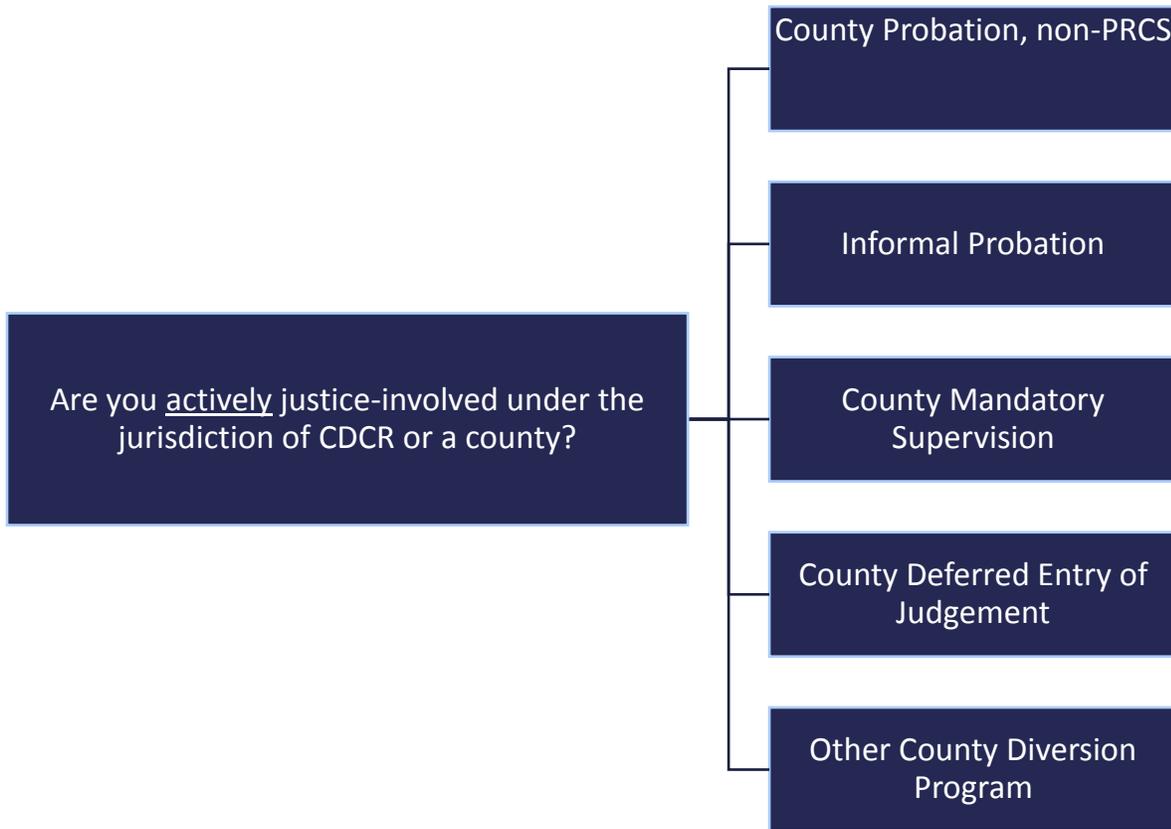


Figure 4. Identifying Type of Supervision for Establishing Justice-Involved Eligibility



Appendix II. Allowable Activities Glossary

This appendix provides definitions for allowable activities under the P2E Initiative and includes information on entering data on services provided under the Initiative into the CalJOBS system. A full list of CalJOBS activity codes can be found in [WSIN 17-09](#) and [WSDD-202](#). This table should be used as a general guide for practitioners. Practitioners should use the CalJOBS activity codes that most accurately correspond to the services rendered.

Allowable Activity	CalJOBS Code	Code Definition
English Language Improvement Training	214 Adult Literacy, Basic Skills or GED	A youth participant received basic skills training including, but not limited to: reading comprehension, math computation, writing, speaking, listening, problem solving, and reasoning.
English Language Improvement Training	222 English as a Second Language Service (ESL)	A participant attended an English as a Second Language (ESL) program
Basic skills and adult education	214 Adult Literacy, Basic Skills or GED	See definition above
Basic skills and adult education	324 Adult Education with Training Services	A participant, in consultation with an employment counselor, enrolled in Adult Education that incorporates an Occupational Skills Training program selected from the CA ETPL that confers industry-valued skills in priority industry sectors, and is paid for with a pre-approved Individual Training Account. The participant must also be enrolled in one of the following activities: 300, 301, 302, 305, 306, 320, 323, 325, 330, 346, or 416.
High School diploma and GED acquisition	214 Adult Literacy, Basic Skills or GED	See definition above

Allowable Activity	CalJOBS Code	Code Definition
High School diploma and GED acquisition	224 Pre-Apprenticeship Training	<p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s).</p> <p>This activity code requires staff to provide justification in CalJOBS under case notes</p>
<p>Skills and vocational training that aligns with regional labor market needs identified as part of the California WIOA regional planning process</p> <p>Skills and vocational training that aligns with regional labor market needs identified as part of the California Workforce Innovation and Opportunity Act regional planning process</p>	300 Occupational Skills Training (Approved ETPL Provider)	The participant enrolled in a California (CA) Eligible Training Provider List (ETPL) training program designed to provide the technical skills necessary to perform a specific job or group of jobs.
Skills and vocational training (as above)	302 Entrepreneurial Training	A participant attended entrepreneurial skills training that included, but was not limited to, the elements of starting and operating a small business, business plan

Allowable Activity	CalJOBS Code	Code Definition
		development, securing financing, general business law concepts, employee management, and the understanding of marketing concepts.
Skills and vocational training (as above)	304 Customized Training	<p>A participant enrolled in an employer's customized training program. The training was designed to meet the specific requirements of an employer (or a group of employers); was conducted with a commitment by the employer to employ the participant upon successful completion of the training; and for which the employer paid a significant portion of the cost of training, as determined by the Local Board in accordance with WIOA.</p> <p>Customized training may be provided when the following criteria are met:</p> <ul style="list-style-type: none"> • The participant is not earning a self-sufficient wage as determined by Local Board policy. • The above paragraph's requirements are met. <p>The customized training relates to on-the-job training contracts for employed workers, or other</p>

Allowable Activity	CalJOBS Code	Code Definition
		appropriate purposes identified by the Local Board.
Skills and vocational training (as above)	305 Skills Upgrading and Retraining	A participant was provided training to upgrade his/her skills, and/or to retrain.
Skills and vocational training (as above)	306 WIOA Prerequisite Training	A participant enrolled in the required prerequisite training/coursework prior to entry into an institution's approved training program.
Skills and vocational training (as above)	307 Pre-Apprenticeship Program with Occupational Skill Training (ITA)	<p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s). In addition, the PA program provides occupational skills training that leads to an industry-recognized certificate, credential, or license upon completion.</p> <p>If the PA training does not provide occupational skills training that leads to an industry-recognized certificate, credential, or license, the Pre-Apprenticeship Training (224)</p>

Allowable Activity	CalJOBS Code	Code Definition
		activity code should be utilized.
Skills and vocational training (as above)	308 Incumbent Worker Training	The participant participated in an incumbent worker training designed to meet the needs of an employer or group of employers in an effort to help avert potential layoffs, or for the employee to obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees
Skills and vocational training (as above)	322 Job Readiness Training	A participant received training regarding the skills necessary to be successful in the workplace. The training provided the participant with specific occupational competencies needed to perform specific tasks on the job. These competencies include, but are not limited to, how to communicate in an office environment, how to function as part of a team, and how to work in a deadline-driven workplace. This code must be applied in conjunction with one of the following codes: 1. Occupational skills training, including training for nontraditional employment (300)

Allowable Activity	CalJOBS Code	Code Definition
		2. On-the-job training (301). Incumbent worker training; programs that combine workplace training with related instruction, which may include cooperative education programs (321) 3. Private sector operated training programs (320) 4. Skill upgrading and re-training (305) Entrepreneurial training (302) 5. Transitional jobs (321) 6. Job readiness training provided in combination with services described in numbers 1 through 5 (322)
Skills and vocational training (as above)	323 Workplace Training & Cooperative Education	A participant attended a training program that combined workplace training with related instruction. This definition includes cooperative education programs.
Skills and vocational training (as above)	324 Adult Education with Training Services	See previous definition above.
Skills and vocational training (as above)	325 Apprenticeship Training	A participant enrolled into a Registered Apprenticeship Program listed on the CA ETPL
Skills and vocational training (as above)	328 Occupational Skills Training (non ETPL provider, non-formula)	A participant attended training designed to provide the technical skills necessary to perform a specific job or group of jobs. The training provider was not on the CA ETPL.

Allowable Activity	CalJOBS Code	Code Definition
		This code cannot be used for formula ITAs.
Skills and vocational training (as above)	439: Educated Offered Concurrently w/ Workforce Prep and Training	Participant enrolled in an integrated education and training model that teaches workforce preparation activities, basic academic skills, and hands-on occupational skills training within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. While programs developing basic academic skills, which are included as part of alternative secondary school services and dropout recovery services, workforce preparation activities that occur as part of a work experience, and occupational skills training can all occur separately and at different times, this program activity code refers to the concurrent delivery of these services which make up an integrated education and training model.
Work experience	219 Work Experience	A participant took part in a planned, structured learning experience that took place in a private, for-profit, non-profit, or public sector workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate.

Allowable Activity	CalJOBS Code	Code Definition
On-the-job training	301 On-the-Job Training	A participant took part in paid training while engaged in productive work in a job. The training: (A) Provided knowledge or skills essential to the full and adequate performance of the job; and (B) Provided reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) Was limited in duration that was appropriate to the occupation for which the participant was being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
Stipends for trainees	183 Supportive Service: Incentives/Bonuses	A participant received an incentive or bonus that enabled him/her to participate in career services or training activities. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.
Earn and Learn Training	183 Supportive Service: Incentives/Bonuses	See previous definition above.

Allowable Activity	CalJOBS Code	Code Definition
Earn and Learn Training	214 Adult Literacy, Basic Skills or GED See definition above	See previous definition above.
Earn and Learn Training	218 Internship	AJCC staff referred a participant to an internship opportunity. The internship was deemed appropriate based upon the participant's assessment, and/or the participant's individual employment plan.
Earn and Learn Training	224 Pre-Apprenticeship Training	<p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s).</p> <p>This activity code requires staff to provide justification in CalJOBS under case notes.</p>
Earn and Learn Training	307 Pre-Apprenticeship Program w/Occupational Skill Training (ITA)	See previous definition above.
Earn and Learn Training	308 Incumbent Worker Training	The participant participated in an incumbent worker training designed to meet the needs of an employer or group of employers in an effort to help avert potential

Allowable Activity	CalJOBS Code	Code Definition
		layoffs, or for the employee to obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees.
Earn and Learn Training	321 Transitional Job	The participant has barriers to employment, is chronically unemployed, or has an inconsistent work history, and has been placed by the AJCC in subsidized, time-limited work within the public, private, or nonprofit sector. The participant must concurrently receive comprehensive employment and supportive services. Transitional jobs are designed to assist participants with establishing a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.
Earn and Learn Training	325 Apprenticeship Training	See previous definition above.
Industry Certifications	Refer to Credential Attainment Section	Refer to Credential Attainment Section
Preapprenticeship programming offered in a manner that is consistent with the requirements of Section 14230, regardless of whether the preapprenticeship program funding source includes	224 Pre-Apprenticeship Training	See previous definition above.

Allowable Activity	CalJOBS Code	Code Definition
California Workforce Innovation and Opportunity Act funds		
Preapprenticeship programming (as above)	307 Pre-Apprenticeship Program with Occupational Skill Training (ITA)	See previous definition above.
Mentoring	213 Mentorship	A participant was paired with a mentor experienced in one or more areas that would benefit the participant. The mentor shared their knowledge, wisdom, and experience with the participant, and facilitated learning through methods such as instructing, coaching, providing experiences, modeling, and advising. The mentorship could include a contract for learning and should last for a specified period of time.
Other remedial education and work readiness skills	215 Short-term Prevocational Services	A participant is receiving short-term, prevocational services, including the development of learning, communication, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare the participant for unsubsidized employment or training
Other remedial education and work readiness skills	221 Financial Literacy Education	A participant received financial literacy services that support the ability to do one or more of the following: <ol style="list-style-type: none"> 1. Create household budgets, initiate savings plans, and

Allowable Activity	CalJOBS Code	Code Definition
		<p>make informed financial decisions about education, retirements, home ownership, wealth building, or other savings goals.</p> <ol style="list-style-type: none"> 2. Manage spending, credit, and debt, including credit card debt, effectively. 3. Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy (and how to correct inaccuracies in the reports and scores), and their effect on credit terms. 4. The ability to understand, evaluate, and compare financial products, services, and opportunities. <p>Address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials</p>
Other remedial education and work readiness skills	322 Job Readiness Training	See previous definition above.
Other remedial education and work readiness skills	406	A Youth participant received tutoring, study skills training,

Allowable Activity	CalJOBS Code	Code Definition
	Tutoring, Study Skills Training & Instruction	instruction, and evidence-based dropout prevention and recovery strategies to complete secondary school diploma requirements; or its recognized equivalent (including a recognized certificate of attendance or similar document with individuals with disabilities); or for a recognized post-secondary credential.
Other remedial education and work readiness skills	410 Leadership Development Services	<p>A Youth participated in leadership development opportunities that encourages leadership development, responsibility, confidence, employability, self-determination, and other positive social behaviors. Activities may include the following:</p> <ul style="list-style-type: none"> • Exposure to postsecondary educational possibilities. • Community and service learning projects. • Peer-centered activities, including peer mentoring and tutoring. • Organizational and team work training, including team leadership training. • Training in decision-making, including determining priorities and problem solving.

Allowable Activity	CalJOBS Code	Code Definition
		<ul style="list-style-type: none"> • Citizenship training, including life skills training such as parenting and work behavior training. • Civic engagement activities which promote the quality of life in a community. • Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.
Supportive services under the California Workforce Innovation and Opportunity Act	109 Referred to Community Resource	AJCC staff—via phone call, email, or other means of direct contact—initiated a referral to a community resource on behalf of a participant.
Supportive services under the California Workforce Innovation and Opportunity Act	180 Child / Dependent Care	<p>A participant received assistance with child care or dependent care that enabled him/ her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce	181 Transportation Assistance	A participant received assistance with transportation that enabled

Allowable Activity	CalJOBS Code	Code Definition
Innovation and Opportunity Act		<p>him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	182 Medical	<p>A participant received assistance with medical services that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	183 Incentives / Bonuses	See previous definition above.
Supportive services under the California Workforce Innovation and Opportunity Act	184 Temporary Shelter	<p>A participant received assistance with temporary shelter that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including</p>

Allowable Activity	CalJOBS Code	Code Definition
		follow-up services) or training activities.
Supportive services under the California Workforce Innovation and Opportunity Act	185 Other	<p>A participant received assistance that was necessary to enable the individual to participate in career services or training activities. This activity code should only be used if no other Supportive Service codes apply.</p> <p>This activity code requires staff to document the type of service provided in a case note.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	186 Seminar / Workshop Allowance	<p>A participant received an allowance to attend an employment-related seminar or workshop.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	187 Job Search Allowance	<p>A participant received an allowance to purchase items necessary for conducting a successful job search.</p>

Allowable Activity	CalJOBS Code	Code Definition
		Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.
Supportive services under the California Workforce Innovation and Opportunity Act	188 Tools / Clothing	<p>A participant received assistance with employment-related attire or tools for the purpose of obtaining or retaining employment.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	189 Housing Assistance	<p>AJCC staff provided and/or arranged for a participant to receive housing assistance after being placed in unsubsidized employment, education, or training. This service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce	190 Utilities	AJCC staff provided and/or arranged for a participant to

Allowable Activity	CalJOBS Code	Code Definition
Innovation and Opportunity Act		<p>receive assistance with his/her utilities after being placed in unsubsidized employment, education, or training. This service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	191 Educational Testing	<p>A participant received financial assistance to take a high school equivalency test, or an exam for an occupation certification or credential for the purpose of obtaining employment.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	192 Post-Secondary Academic Materials	<p>A participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in post-secondary education classes.</p>

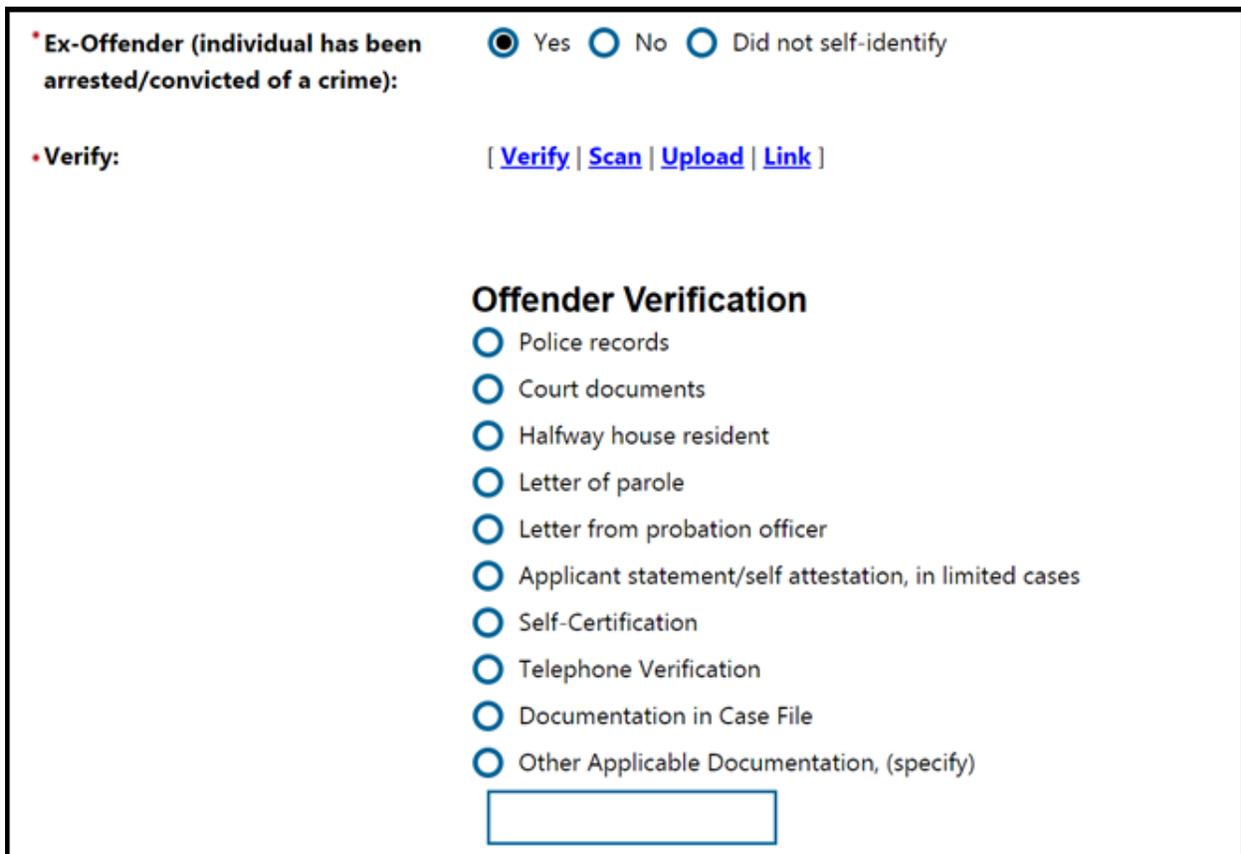
Allowable Activity	CalJOBS Code	Code Definition
		Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.
Supportive services under the California Workforce Innovation and Opportunity Act	326 Needs Related Payments (Training)	<p>An unemployed Adult or Dislocated Worker participant received a needs-related payment(s) for the purpose of enabling him/her to participate in training services. In order to qualify for needs-related payments, the participant must also be unemployed, not qualified or ceased to qualify for unemployment compensation, and be enrolled in a training services under WIOA.</p> <p>Please note – the maximum level of needs-related payments must be established by the Local WDB.</p>
Supportive services under the California Workforce Innovation and Opportunity Act	327 Training Allowance	The participant received an approved training allowance required in conjunction with his/her original training or education. The training allowance may be utilized to pay for training-related applications, tests, and certifications. For example, a participant with a nursing degree received a training allowance for CPR training.

Appendix III. CalJOBS Enrollment Guide

The following section highlights steps of the enrollment process that differ from WIOA Title I enrollment requirements. There are two instances where it is considered a special circumstance and participants can be enrolled into P2E even though the system will state eligibility has not been met. Practitioners seeking more general information about using CalJOBS should refer to the resources listed in Appendix IV. Note that this information applies to enrollment in the P2E Initiative only and does not apply to cases in which a user is co-enrolling a participant with another program.

P2E Eligibility Requirement

Every participant has to either have been or currently is justice-involved and provide documentation to support this. In the application process the question “Ex-offender (individual has been arrested or convicted of a crime)” must be marked yes. A drop down menu will appear with documentation options. Select the appropriate verification and either upload into the system or keep as a hard copy in the case file.



* **Ex-Offender (individual has been arrested/convicted of a crime):** Yes No Did not self-identify

• **Verify:** [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Offender Verification

- Police records
- Court documents
- Halfway house resident
- Letter of parole
- Letter from probation officer
- Applicant statement/self attestation, in limited cases
- Self-Certification
- Telephone Verification
- Documentation in Case File
- Other Applicable Documentation, (specify)

Right to Work Verification

During the Right to Work Verification step in the enrollment process, users will see the prompt pictured below, which asks the user to provide citizenship information for the client and states it *must* be provided. If services do not require coordination with an employer, staff is not required to verify Right to Work documents per [Workforce Service Directive 18-03 Pathways to](#)

[Services, Referral, and Enrollment](#). As a result, staff can scroll down and click “Remind me later.” This will allow staff to continue to the individual’s portfolio.

Staff is required to verify Right to Work documents only when service triggers participation and necessitates coordination with an employer.

Right to Work Verification

Documentation to Right to Work must be provided to assist this individual. Please complete the following information.

Individual: Hello Kitty

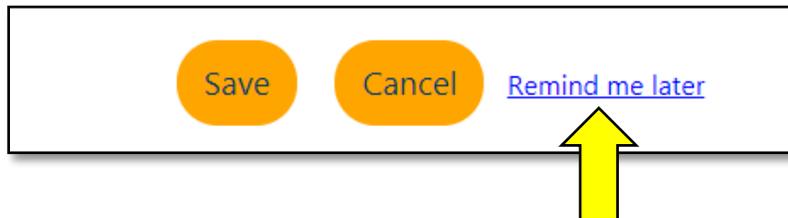
Current Citizenship:

USCIS (Alien Registration) Number:

USCIS (Alien Registration) Expiration Date: [Today](#)

Select one from each column. All documents must be unexpired.

Documents that Establish Identity	Documents that Establish Employment Authorization
<input type="radio"/> U.S. Passport or U.S. Passport Card	<input type="radio"/> U.S. Passport or U.S. Passport Card
<input type="radio"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	<input type="radio"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
<input type="radio"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	<input type="radio"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa



Citizenship Status

Users should select the Citizenship Status from the drop down menu that best reflects the individual they are serving. Please note that if selecting “None of the above” in the registration process (not the application) an error message will appear and will not allow users to continue. The CalJOBS unit is working to resolve this. If you encounter this problem at the time of registration then “Citizen of U.S. or U.S. Territory” should be selected. Once the user proceeds to the application this can be changed back to “None of the above” if that is accurate. This will not affect an individual’s eligibility for the P2E Initiative.

*** U.S. Citizenship Status:**

*** Verify:**

None of the above

None Selected

Citizen of U.S. or U.S. Territory

U.S. Permanent Resident

Alien/Refugee Lawfully Admitted to U.S.

None of the above

Selective Service

Users will be asked to select one of four options to describe the status of a male participant’s selective service registration: Yes, No, Exempt, or Not Applicable. Select the option that most accurately applies to the participant; however, users should note that selective service registration is not requirement for this grant and the user will be able to continue with the Title I Application if “No” is selected.

*** Registered for the Selective Service:**

Verify:

Selective Service Registration Number:

Not Applicable

None Selected

Yes

No

Documented exemption from registration

Not Applicable

Users should also note that choosing the “not applicable” will cause an error message to appear that reads “The selected value cannot be ‘Not Applicable’ when gender is Male” (image below). This message will not prevent the user from continuing to complete the application and can be disregarded.

*** Registered for the Selective Service:**

Not Applicable

The selected value cannot be "Not Applicable" when gender is Male

As mentioned above, selecting the “No” response in the selective service registration field will not prevent the user from completing the Title I Application; however selecting this option requires users to note several differences in the final steps of the enrollment process. On the final page of the application, the Eligibility Summary, the system will generate a list of all grant programs for which the participant is eligible (or not eligible). An individual that indicated “No” (and falls within the requirements for being registered) for Selective Service registration will not qualify for the WIOA Title I Adult program as shown below as Selective Service registration is a requirement for receiving WIOA services. This is considered a special circumstance where WIOA Title I eligibility is not met and the participant can be enrolled into the Non-WIOA special grant program. Note - If this participant were to be co-enrolled into the WIOA Title I program selective service would be required.

Workforce Innovation and Opportunity Act (WIOA) Eligibility Information

Applicant Eligibility

Applicant meets the definition for low income: No

Income Table: [Income Table](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	No			Selective Service is not met. Not Authorized To Work In US	<input type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

Users will need to scroll down this page to view additional funding streams.

When scrolling down, it shows the individual’s eligibility status for Non-WIOA Special Grants (State Funds) as “Not Applicable.”

Statewide Adult Eligibility:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Adult eligibility.		
Statewide Dislocated Worker Eligibility:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.		
Statewide Youth Eligibility:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Youth eligibility.		
Statewide Rapid Response Additional Assistance Eligibility:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.		
Non-WIOA Grants		
Non-WIOA Special Grants:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Local Funded Grants:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive

To enroll the individual into the P2E Initiative users should select “Yes” next to the Non-WIOA Special Grant option. A list of Non-WIOA Special Grants will appear. This list will differ from agency to agency depending on the grants your organization has been awarded or has access to. Select the corresponding funding stream to enroll the participant into the grant program by selecting “Add” under the Action column of the Grants table.

Non-WIOA Grants

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Local Funded Grants: Yes No Not Applicable Inactive

Grants

No grants have been added.

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	188	HIGH GROWTH & EMERG IND	150		Add
NonWIOA Special Grant	354	2023 - Prop 39 Cohort 2.0 Adult Participant Only	2023		Add
NonWIOA Special Grant	402	AB 2060 3.0 Participants	2045		Add

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)

[Assign Me](#)
[Remove Case Manager Assignment](#)

Previous Case Manager:

Once the grant has been added, the screen will look similar to image below in which the selected grant appears in a new table with “Remove” listed as an option under the Action column. If the grant code selected is incorrect, click “remove” under the Action column and select the correct grant. If the correct grant has been selected, click “finish” at the bottom of the page and the individual will be enrolled into the funding stream.

Non-WIOA Grants

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Local Funded Grants: Yes No Not Applicable Inactive

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	354	2023 - Prop 39 Cohort 2.0 Adult Participant Only	2023	08/21/2019	Remove

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	188	HIGH GROWTH & EMERG IND	150		Add
NonWIOA Special Grant	402	AB 2060 3.0 Participants	2045		Add

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)

[Assign Me](#)
[Remove Case Manager Assignment](#)

Previous Case Manager:

<< Back [Finish](#)

Low Income Exception for Youth

At the onset of the application if the user enters an eligibility date for a youth and has entered that the participant is attending school this will prompt WIOA Title I eligibility requirements for in-school youth, ages 14-21 years of age. WIOA Title I requires two barriers for in-school youth, low income and a barrier. Under the P2E program the automatic barrier is ex-offender. P2E does not require that the individual be low income. Answer all the income questions accurately. If low income is not met the participant will not qualify for the WIOA Title I Youth program on the final screen (similar to the screenshots provided above for selective service) but can still be enrolled into P2E. This is considered a special circumstance where WIOA Title I eligibility is not met and the participant can be enrolled into the Non-WIOA special grant program. Note - if this participant were to be co-enrolled into the WIOA Title I program low income would be required.

Formerly Incarcerated and Justice Involved Categories in CalJOBS

As described on pages 3-4 and illustrated by the figures in Appendix I, P2E eligible participants will fall into one of several subcategories of the justice-involved or formerly incarcerated population. The CalJOBS system has been updated to allow practitioners to select these options for P2E participants. The following images depict how CalJOBS users can select the categories that correspond to eligible participants.

Miscellaneous Employment

* Prison to Employment participant: Yes No

* If formerly incarcerated, what type of facility was the sentence served?:

* Post Release Classification:

* Year released from custody:

* Total time incarcerated: Years (0-60) Months (0-11)

* Total number of offenses:

After you complete the Miscellaneous Barriers section of the application users will complete the section called Miscellaneous Employment with a question specifically for P2E: "Prison to Employment participant." Selecting the "Yes" button causes additional questions/fields populate. The options for some questions will change depending on how the user answers the preceding questions.

Miscellaneous Employment

* Prison to Employment participant: Yes No

* If formerly incarcerated, what type of facility was the sentence served?:

- None Selected
- Federal facility
- State Facility
- County Facility
- Not Applicable

* Post Release Classification:

* Year released from custody:

* Total time incarcerated: Years (0-60) Months (0-11)

* Total number of offenses:

The first question asks “If formerly incarcerated, in what type of facility was the sentence served?” The options are: Federal, State, County, and Not Applicable. For individuals eligible under the “Formerly Incarcerated” category, one of the three facility types should be selected. For individuals eligible under the “Justice-Involved” category, the “Not Applicable” option should be selected.

Miscellaneous Employment

* Prison to Employment participant: Yes No

* If formerly incarcerated, what type of facility was the sentence served?:

* Type of State Facility:

- None Selected
- State prison
- Male Community Reentry Program (MCRP)
- Custody to Community Transition Reentry Program (CCTRP)
- Alternative Custody Program (ACP)
- Community Prisoner Mother Program (CPMP)
- Division of Juvenile Justice (DJJ)

* Post Release Classification:

* Year released from custody:

* Total time incarcerated: Years (0-60) Months (0-11)

* Total number of offenses:

After selecting a facility type, a corresponding set of options will be displayed based on the selection of the prior dropdown menu. The image above displays types of State Facilities

because the “State Facility” has been selected. Different options will display for the Federal, County, and “Not Applicable” selections.

Miscellaneous Employment

* **Prison to Employment participant:** Yes No

* **If formerly incarcerated, what type of facility was the sentence served?:**

* **Type of State Facility:**

* **Post Release Classification:**

* **Year released from custody:**

* **Total time incarcerated:**
Years (0-60) Months (0-11)

* **Total number of offenses:**

Next, in the Post Release Classification field users should select the applicable option in the dropdown menu. Options include Federal Supervision, State Parole, County Probation.

Miscellaneous Employment

* **Prison to Employment participant:** Yes No

* **If formerly incarcerated, what type of facility was the sentence served?:**

* **Type of State Facility:**

* **Post Release Classification:**

* **Type of State Supervision:**

Once a Post Release Classification selection is made, users will see an additional field for the Type of Supervision, with different options for State, Federal, and County. Options are as follows:

Federal Supervision: Federal Probation (FR) or Federal Supervised Release (FSR)

State Parole: Residential Programs or Outpatient and Drop-In Programs

County Probation: Post Release Community Supervision (PRCS) or Fully discharged, not under any post-release supervision

Miscellaneous Employment

* Prison to Employment participant: Yes No

* If formerly incarcerated, what type of facility was the sentence served?:

* Type of State Facility:

* Post Release Classification:

* Type of State Supervision:

* Year released from custody:

* Total time incarcerated: Years (0-60) Months (0-11)

* Total number of offenses:

<< Back **Next >>**

Lastly, users should input additional information about the participant’s year of release, total time of incarceration, and number of offenses. The year of release should be entered for the participant’s most recent period of incarceration. Total time incarcerated should be entered for all instances of incarceration and should not be limited to the most recent instance. Total number of offenses should include, to the extent possible, all convictions for that individual and should not be limited to that individual’s most recent sentencing. Once all relevant information is entered, users should select the “Next” option to save this information and advance to the next step of the application.

Appendix IV. References and Additional CalJOBS Resources

In addition to information presented in this document and [WSIN 17-09/WSDD 202](#), practitioners who will be using CalJOBS for the first time may find the following resources useful in developing a working familiarity with the system.

[CalJOBS homepage](#)

[EDD CalJOBS General Information](#)

[CalJOBS mobile app](#)

CalJOBS Training Webinar Series and P2E Data Guide Webinar

[P2E CalJOBS Training Part 1.pdf](#)

[P2E CalJOBS Training Part 2A.pdf](#)

[P2E CalJOBS Training Part 2B.pdf](#)

[P2E CalJOBS Training Part 3.pdf](#)

[P2E Data Reporting Webinar](#)

[P2E Data Reporting Webinar – Audio](#)

[P2E Data Reporting Webinar – Q&A](#)

References

[CWDB Request for Applications \(RFA\) #84049](#) (P2E Initiative Direct and Supportive Service Grants RFA)

[Senate Bill \(SB\) 866 \(Sec. 42, Article 4\)](#)

[WIOA \(Public Law 113-128\)](#)

[WSIN 17-09](#)

[WSDD 202](#)