



Closing Service Codes 211 & 418 Entered *Before* October 9, 2020

Overview

On October 9, 2020 The Partnership updated WIOA services in Career Connect to comply with service definitions and changes made by the Department of Commerce and Economic Development (DCEO). Prior to October 9th, service codes 211 (adult and dislocated workers) and 418 (youth) were labeled as “Job Search Skills Training” and were **not** same day services. On October 9th, the service labels changed to “Job Service Activities & Assistance (Same Day Service)” and the service start and end dates must be the same.

The procedure explains how to close and document service codes 211 and 418 that were entered prior to October 9, 2020 under the “Job Search Skills Training” label. The procedure is slightly different for Youth (code 418) than for Adults and Dislocated Workers (code 211).

Instructions

Step 1: Close the existing service (211/418-“Job Service Activities & Assistance”) as a same day service (with an actual end date equal to the actual start date).

Step 2:

- For **Adult/Dislocated Workers**, add service code 200-Workforce Preparation Activities.
- For **Youth**, add service code 448-Short-Term Prevocational Services (Job Readiness)
- For the service actual start date use the same start date as the original 211 or 418 service. (If the service start date is more than 90-days in the past the agency site director or program manager can add the back-dated service.)
- Close the service using the actual service end date (or leave open if the service is still in progress).

Step 3: Case note the service, explaining that it replaces service 211 or 418 based on the changes to service labels and definitions implemented by DCEO in October 2020. (If you did not case note the original service, include information on the types of workforce preparation or job readiness services and activities were provided.)