

Dislocated Worker and Federal Adult Programs (DWFAP)

ADVISORY: Technical Assistance Bulletin (TAB) 26-05

TO: All Dislocated Worker and Federal Adult Programs (DWFAP) Grantees
FROM: Minnesota Department of Employment and Economic Development (DEED) DWFAP Unit
PUBLICATION DATE: May 8, 2026
EXPIRATION DATE: None (Continuing)
NUMBER: 26-05
SUBJECT: Updated Activity Definitions and Performance Types for Minnesota’s Workforce Innovation and Opportunity Act (WIOA) Adult, WIOA Dislocated Worker (DW) and State DW Programs.

1. Purpose

This TAB updates DWFAP’s Activity Definitions and Performance Types and publishes them as a TAB for easier stakeholder reference.

2. Action Requested

Stakeholders are encouraged to review this TAB and ensure they are using the most current version of the Activity Definitions and Performance Types.

3. Relevant Laws, Policies and References

None

4. Updates to Advisories

None

5. Summary and Background

DWFAP’s Activity Definitions and Performance Types was last updated and published in 2024 as a standalone document. This TAB updates DWFAP’s Activity Definitions and Performance Types and publishes them as a TAB for easier stakeholder reference. DWFAP’s Activity Definitions and Performance Types are used within Minnesota’s WIOA Adult, WIOA DW and State DW programs for performance and reporting purposes.

6. 2026 DWFAP Activity Definitions and Performance Types

This TAB rescinds the 2024 Activity Definitions and Performance Types document. See Attachment One below for the updated Activity Definitions and Performance Types. Attachment One also lists what definitions were added from the previous 2024 document.

7. Inquiries

Questions related to this TAB should be directed to the DWFAP email:

Dwfaprograms.deed@state.mn.us

8. Attachments

Attachment One: DWFAP Activity Definitions and Performance Types (May 2026)

9. Advisory History

Version Number	Description	Date
TAB 26-05	Original Publication	5/8/26

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Attachment One: DWFAP Activity Definitions and Performance Types (May 2026)

Activities Added in 2026:

- Approved Training Preparation And Miscellaneous Expenses
- Engaged In Disaster Relief Employment

Table One Performance Type Key:

- M = Measurable Skill Gain needed,
- C = Credential needed, and,
- N/A = No applicable performance type.

Table One: DWFAP Activity Definitions and Performance Types (May 2026)

Activity	Definition	Applicable Program(s)	Performance Type(s)
Registered Apprenticeship Programs (RAPs)	RAPs provide a unique combination of structured learning with on-the-job training (OJT) from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. RAPs must be certified by the Minnesota Department of Labor and Industry.	DW (WIOA and State) and WIOA Adult	M and C
Approved Training Preparation And Miscellaneous Expenses	Use this activity when you are assisting a participant with preparation activities required for people prior to their first day attending their training program. This includes but not limited to; Assistance with training application fees, processing tuition/fee payments required prior training program, tool and uniform purchases, etc.	DW (WIOA and State) and WIOA Adult	N/A
Career Counseling	Facilitated exploration of occupational and industry information that will lead to a first, new, or better job for the job seeker. This can include career planning, case management, individual or group mentoring performed by the counselor, and other one-on-one services to assist a participant during program participation.	DW (WIOA and State) and WIOA Adult	N/A
Classroom Training	An organized program or course of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels and results in an industry-recognized credential when successfully completed. Certificates awarded by Workforce Development Boards and work readiness certificates are not considered credentials	DW (WIOA and State) and WIOA Adult	M and C

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	because these types of certificates do not document the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation.		
Converting Layoffs into Minnesota Businesses (CLIMB) Consulting	Services offered by organizations that provide assistance to develop a business plan, market, find funding sources for their business capital, etc. (e.g., Women Venture, SCORE, and Small Business Development Centers).	State DW	N/A
CLIMB Training	Training activities that pertain to that participant's business needs and goal.	State DW	N/A
Credential Attained Without Training	Use when participant training costs are funded through other sources with only end of training tests or licensing fees paid by provider and/or if the credential at the end of the training is administered/issued by a state agency or other entity not directly affiliated with the training institution.	DW (WIOA and State) and WIOA Adult	M and C
Customized Training	Training that is designed to meet the specific requirements of an employer (including a group of employers) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays a significant portion of the cost of training according to several criteria.	DW (WIOA and State) and WIOA Adult	M
Employed, Pending Exit – No Performance Status	To be used when a case is no longer scheduled for future services due to obtaining employment but has received a service within the last 90 days. Since an individual is still considered a participant if they have received a service within 90 days, they cannot exit during that 90-day window. If the participant is simply in the 90-day waiting period before a program exit can occur, all other activities on the case should be closed (they are no longer receiving those services) and this activity should be opened with the start date of the participant's last date of service. If no other activities or support services are added, Workforce One (WF1) will automatically exit the record using the start date of the pending exit activity.	DW (WIOA and State)	N/A
Engaged In Disaster Relief Employment	This activity can only be funded with WIOA DW Grant (DWG) awards. It captures employment details and employment dates while the participant engages in temporary employment to assist in a disaster zone.	WIOA DWG	M and C

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Entrepreneurial Training	Training to start one’s own small business. Training must end with an <u>employer recognized credential</u> .	DW (WIOA and State) and WIOA Adult	N/A
English as a Second Language (ESL) Training	Provided training to increase spoken English skills if English is the participant’s second language.	DW (WIOA and State) and WIOA Adult	N/A
Financial Literacy Training	<ul style="list-style-type: none"> • Supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals. • Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively. • 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. • Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and • Supporting activities that 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. 	DW (WIOA and State) and WIOA Adult	N/A
General Equivalency Diploma (GED) Training	Training to obtain a GED.	DW (WIOA and State) and WIOA Adult	M and C
Holding – No Performance Status	The participant will be out of contact for more than 30 days (unexpectedly) Example: Has been institutionalized, a family member is very ill, the participant is injured (3 months limit).	DW (WIOA and State) and WIOA Adult	N/A
Incumbent Worker Credential Waiver	Only to be used for participants with an eligibility basis of “Incumbent Worker”. This activity means the participant is still employed and to prevent their layoff they require training. The training needed will not end in a credential. Once training is completed, they exit from the program and remain employed in a secure position.	State DW	M
Incumbent Worker Training	Only to be used for participants with an eligibility basis of “Incumbent Worker”. This activity means the participant is still employed and to prevent their layoff they require training. The training needed will end in an <u>employer recognized credential</u> . Once	DW (WIOA and State) and WIOA Adult	M and C

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	training is completed, they exit from the program and remain employed in a secure position.		
Individual Employment Plan (IEP) Development	IEPs are developed jointly by the participant and employment counselor when determined appropriate for program participation. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals. Service providers must keep IEPs current to ensure all parties involved are accountable for their responsibilities. Training, support services, and individualized services cannot be incurred, obligated, or distributed until after the participant is enrolled <u>and</u> the participant and employment counselor have signed and dated the IEP (see DEED's IEP Policy for more information).	DW (WIOA and State) and WIOA Adult	N/A
Job Club – No Performance Status	Open this activity when you refer your participant to attend scheduled job clubs.	DW (WIOA and State)	N/A
Local Flag – No Performance Status	This activity may be used by local areas to track agency-specific data and is not used by the State for reporting purposes.	DW (WIOA and State) and WIOA Adult	N/A
Non-Credentialed Training	An organized program or course of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels but does not result in an industry- recognized credential when successfully completed.	DW (WIOA and State) and WIOA Adult	N/A
OJT – Public or Private	OJT is primarily designed to provide a participant with the knowledge and skills necessary for the full performance of the job. An OJT provides knowledge or skills essential to the full and adequate performance of the job, provides reimbursement to the employer of up to a percentage of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and is limited in duration as appropriate to the occupation for which the participant is 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. For more information and requirements of an OJT, see DEED's Customized Training and OJT Policy.	DW (WIOA and State)	M

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Partnering – No Performance Status	This activity may be used by local areas to track partnerships with other programs/services the individual is engaged with during enrollment. Entering this activity is for local area reporting only and is not used by the state for any reporting purposes.	DW (WIOA and State) and WIOA Adult	N/A
Pending Exit, Other – No Performance Status	To be used when a case has received their last scheduled service and will exit due to reasons other than unsubsidized employment (e.g., Cannot Locate, Moved from Area). Since an individual is still considered a participant if they have received a service within 90 days, they cannot exit during that 90-day window. If the participant is simply in the 90-day waiting period before a program exit can occur, all other activities on the case should be closed (they are no longer receiving those services) and this activity should be opened with the start date of the participant’s last date of service. If no other activities or support services are added, WF1 will automatically exit the record using the start date of the pending exit activity.	DW (WIOA and State) and WIOA Adult	N/A
Planned Extended Leave - No Performance Status	The participant will be out of contact for more than 30 days (planned). Example: treatments, pregnancy, vacation. (3-month limit).	DW (WIOA and State) and WIOA Adult	N/A
Pre-Vocational Services	Short-term services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training. In some instances, pre- apprenticeship programs may be considered as short-term pre-vocational services. Workshops covering topics such as resume writing, interviewing techniques, online job searches, LinkedIn, networking, career exploration or interest assessments are examples of pre-vocational services. Job Clubs and Career Fairs are also considered pre-vocational services.	DW (WIOA and State) and WIOA Adult	N/A
Staff Assisted Assessment	All participants with less than an Associate’s Degree must complete a math and reading assessment before being enrolled in training. In addition, <u>all</u> participants must complete skills and interest assessments before being enrolled in training.	DW (WIOA and State) and WIOA Adult	N/A
Staff Assisted Job Placement	Recommending participants to prospective employers (participant consent needed).	DW (WIOA and State) and WIOA Adult	N/A

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Staff Assisted Job Search – In Area	Forwarding and informing the participant of relevant job postings related to their interested career/industry that are within a 35-mile commute from their residence. Includes providing information on in-demand industry sectors and occupations and information on non- traditional employment.	DW (WIOA and State) and WIOA Adult	N/A
Staff Assisted Job Search - Out Of Area	Forwarding and informing the participant of relevant job postings related to their interested career/industry that are further than 35 miles from their residence. Includes providing information on in-demand industry sectors and occupations and information on non-traditional employment.	DW (WIOA and State) and WIOA Adult	N/A
Staff Assisted Relocation	Activity to track the timeframe Support Services are needed to assist the participant to relocate for a job.	DW (WIOA and State)	N/A
Temporary Call-Back - No Performance Status	The participant was called back to their qualifying employer for a short-term project. The participant must maintain contact at least every 30 days (3-month limit).	DW (WIOA and State)	N/A
Work Experience	An internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act (FLSA). An internship or other work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the FLSA exists.	DW (WIOA and State)	N/A
Work Readiness Services	Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills are considered work readiness services. These include services that build competencies in: Utilizing resources; Using information; Working with others; Understanding systems; Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and other employability skills that increase an individual’s preparation for the workforce.	DW (WIOA and State) and WIOA Adult	N/A