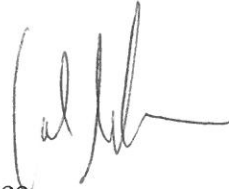


**DATE:** June 28, 2017  
**TO:** All WIOA Youth Subrecipients  
**FROM:** Laurel McMahan, Program Manager  
Administrative Services Division  
**SUBJECT:** PY17 Youth Activities Coding Guidance



In accordance with Idaho's change from serving both In-School (ISY) and Out of-School Youth (OSY) to only OSY, the following project code/time codes changes will be effective July 2, 2017.

Because WIOA requires states to track work-based activities separately from non-work-based activities, we will continue to use the 825 Project Code in IdahoWorks for any budgeted Youth work-based activities and any supportive services related to those work-based activities. All other Youth activities budgeted in IdahoWorks will use the 820 project code which will denote non-work based activities.

With respect to time codes, we plan to inactivate four time codes effective July 1, 2017 and continue using two existing time codes, effective with the pay period starting July 2, 2017, for Youth activities during PY17. They include:

Inactivated as of 7/1/2017

3\_2 814  
3\_2 815  
3\_2 816  
3\_2 817

Kept Active and in use – PY17

3\_9 825-Work based  
3\_9 826-Non-work based

As of July 2, 2017, all Career Planners and Provider staff will use the two time codes (3\_9 825-Work Based and 3\_9 826-Non Work Based) to reflect staff time spent with Youth as either work based or non-work based. If a Career Planner is working with an exited ISY (and has not been re-enrolled as either an Adult or OSY participant in PY17), and are providing a follow-up service, they would code their time to 3\_9 826.

If you have any questions, please contact the Grants Management Unit.