Attachment S – Description of Short Term Services

- **Transportation.** Presenting information about or directly providing transport to job or school, or budgeting $$$ so that a student can access transport to job or school.

- **Health Care/Mental Health.** Presenting information about health care provisions, or directly providing health care to students onsite.

- **Family/Child Care.** Presenting information about available child care provisions in the local community, or directly providing child care onsite.

- **Housing/Rental Assistance.** Presenting information about community resources that assist with housing, or directly advising students about these issues.

- **Personal/Finance/Legal Counseling.** Referral information about community resources that assist with personal issues, or directly providing guidance to the student. Selecting this option suggests that the student interaction with the counselor is focused on personal issues or concerns, rather than academic or employment services.

- **Supplementary Instructional Services.** Providing extra, more personalized instruction to the student, such as tutoring or mentorship, that accompanies what the student is learning in the classroom.

- **Needs Based Payments.** Referral information about government programs (such as CalWORKS) that provide financial assistance to students, or services directly offered to students by the program or school.

- **Emergency Financial Services.** Referral information that helps students respond to personal financial emergencies.

- **Federal Education Cash Assistance.** Referral information about student loan programs such as Pell Grant, or direct assistance (completing forms, calculating expenses, etc.) to the student in this area.

- **Other.** Other short term services designed to help the student better respond to personal issues that may present a barrier to accessing or succeeding with instructional or employment services.
Attachment S – Description of Short Term Services

**Training Services Received In Program:**
- On the Job Training
- Skill Upgrading
- Entrepreneurial Training (non-WIOA Youth)
- ABE/ESL in conjunction w/ Training (non-TAA funded)
- Customized Training
- Other Occupational Skills Training
- Remedial Training (ABE/ESL – TAA only)
- Prerequisite Training
- Registered Apprenticeship
- Youth Occupational Skills Training
- Other Non-Occupational-Skills Training
- Unspecified Training

- **On the Job Training.** Providing a program or referral to a program that provides vocational training to the student while formally employed with an employer, or sharing more information about these opportunities.

- **Skill Upgrading.** Short term training (usually a day or less) that focuses on specific areas of expertise relevant to an occupation (such as CPR training, phlebotomy, OSHA), and usually relevant to many different occupations.

- **Entrepreneurial Training.** Service that provides the basics of starting and operating a small business and development of the skills associated with entrepreneurship, or more information about these opportunities. Marking this usually suggests the student completed an initial informational session describing the benefits of this training. Such skills must include, but are not limited to, the ability to:
  - Take initiative
  - Creatively seek out and identify business opportunities
  - Develop budgets and forecast resource needs
  - Understand various options for acquiring capital and the tradeoffs associated with each option
  - Communicate effective and market oneself and one’s ideas.

- **ABE/ESL in conjunction w/ Training.** Directly administering or providing more information about onsite ABE/ESL instruction that supports students **while enrolled** in workforce training (such as local CTE or WIOA I)

- **Remedial Training.** Directly administering or providing more information about local ABE/ESL instruction that student is required to complete **in order to qualify** for workforce training

- **Prerequisite Training.** Short term training required in order to enroll in longer term workforce training

- **Registered Apprenticeship.** Information about apprenticeship and/or pre-apprenticeship opportunities – or, referral to an agency such as a local union that provides these programs.

- **Youth Occupational Skills Training.** Directly administering or providing more information about training opportunities for out of school youth (students age 24 and lower and not currently enrolled in high school).

- **Other Occupational Skills Training.** Any other short term service with content specific to job training.
Attachment S – Description of Short Term Services

- **Other Non-Occupational Skills Training.** Any other short term service that contributes to job training, but includes different content.

- **Customized Training.** Short term service that combines multiple methods to assist students with job training.

- **Unspecified Training.** Other short term services designed to assist students with job training.

### Transition Services Received In Program:

- [ ] Assessment/Testing/Counseling
- [ ] Personal Development Training
- [ ] Counseling/Career Development
- [ ] Job Development/Job Search Assistance
- [ ] Occupational Skills Training (non-OJT)
- [ ] On-the-Job Training (OJT)
- [ ] Work Experience
- [ ] Pre-Employment Skills/Job Readiness Training
- [ ] Postsecondary Academic Education
- [ ] Other Transition Services

- **Assessment/Testing/Counseling.** Mark if student completes initial testing for placement, but does not return for formal instruction in the classroom; or, for when student completes any assessment that does not pertain to pre/post-testing for formal WIOA or CAEP reporting.

- **Personal Development Training.** Interaction that focuses on soft skills necessary to succeed in the workplace and elsewhere.

- **Counseling/Career Development.** Identifies resources and opportunities needed to enter into or progress within a particular occupation, and/or helps the student determine which programs or occupations are best for that person.

- **Job Development/Job Search Assistance.** Helps student find job openings and/or identify resources for finding jobs.

- **Occupational Skills Training.** Short term interaction that helps student improve occupational skills, or that identifies additional resources that help expand skills.

- **On the Job Training.** Vocational training received while formally employed with an employer. Differs from Training Resources option in that this selection specifically facilitates transition from adult education to employment.

- **Work Experience.** Short term opportunity to participate in or observe a specific work environment (such as a field trip to a local employer); or, providing information about specific conditions/requirements at a specific employer.

- **Postsecondary Academic Education.** Short term opportunity to observe a postsecondary environment (such as a field trip to a local university); or, providing information about specific conditions/requirements at a specific college or university.

- **Pre-Employment Skills/Job Readiness.** Helps students obtain soft skills necessary to succeed in the workplace and elsewhere.

- **Other.** Other short term services that focus on transition to college, employment, or employment training.