

Attachment C: Vocational Education Activity Codes

Different vocational educational activity codes (ACs), as well as project and subprojects, are needed to delineate what types of vocational education activities participants are enrolled. ACs are also the way we report to the federal government what participants are doing and depending on the code they are counted differently for participation at the federal level.

AC 11 is reserved for Adult Basic Education (ABE)

AC 12 is reserved for English as a Second Language (ESL)

AC 13 is reserved for individuals who are enrolled in ELECT; used by the contractor only.

AC 14 (AC-87 for SNAP-only) is reserved for individuals who are enrolled in a KEYS Program Institution.

AC 16 (AC-88 for SNAP-only) is reserved for individuals in a post-secondary institution not defined as a KEYS Program Institution.

AC 18 is reserved for individuals enrolled in General Equivalency Diploma (GED), GED preparation, High School, or High School Equivalency (HSE) programming regardless of age. Along with entering the AC 18 code, tracking code 74 must be entered for all individuals

AC 24 (AC-84 for SNAP-only) is for all other short-term vocational education activities that may or may not lead to credential, certification, or licensing.

AC 81 is reserved for SNAP-only individuals enrolled in English as a Second Language (ESL) classes.

AC 82 is reserved for SNAP-only individuals enrolled in Adult Basic Education or literacy activities.

AC 83 is used for SNAP-only individuals enrolled in General Equivalency Diploma (GED) or High School Equivalency (HSE) classes, regardless of age. Regular high school attendance is not a supported activity for SNAP-only participants.

EXAMPLES

AC 14 (or AC-87 for SNAP-only)

Example: Individual is enrolled in HACC KEYS.

AC 16 (or AC-88 for SNAP-only)

Example 1: Individual enrolled at Wilson College.

Example 2: Individual is enrolled in one-year barber academy.

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Example 3: Individual is enrolled in a two-year dental assistant program.

AC 18

Example 1: Individual is a non-parent minor TANF recipient engaged in High School, use tracking code 74.

Example 2: Individual is a TANF recipient over the age of 21 enrolled in HSE programming, using good cause code 74 for educational barrier remediation.

Example 3: Individual is a TANF parent under the age of 21 participating in GED/HSE program but does not have an ELECT program in the county.

AC 24 (or AC-84 for SNAP-only)

Example 1: Individual is enrolled in CNA classes.

Example 2: Individual is enrolled in a four-week Fork Lift Operator program. **Example**

3: Individual is enrolled in a customer service training program lasting one week.

AC 81

Example 1: SNAP-only individual is enrolled in ESL classes.

AC 82

Example 1: SNAP-only individual is enrolled in Adult Basic Education classes.

AC 83

Example 1: SNAP-only individual is 21 years old, enrolled in a GED program; no good cause/tracking code is necessary

Example 2: SNAP-only Individual is 25 years old, enrolled in a GED program; no good cause/tracking code is necessary

Code	Activity (Cash) /Countable Activity (SNAP-only)	Time Limit/Special Instructions
AC 11	English as a second language/English Language Training (ESL/ELT).	Literacy and ESL must be embedded in a work activity.
AC 12	Adult Basic Education/Literacy (ABE)	Literacy and ABE must be embedded in a work activity
AC 13	Enrolled in ELECT high school or high school equivalency program	Until age 21 and/or until high school diploma or GED is obtained. Reported to ACF as core if under age 20.

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<p>AC 14 (AC 87 for SNAP-only)</p>	<p>Enrolled in a KEYS Program Institution (<u>Attachment 1, OPS 17-01-01</u>)</p>	<p>24 months with possibility of 6-month extensions thereafter (<u>OPS 16-02-03</u>). Reported to ACF as core if within 12-month in a lifetime limit.</p>
<p>AC 16 (AC 88 for SNAP-only)</p>	<p>Enrolled in any post-secondary institution not defined as a KEYS Program Institution</p>	<p>24 months with possibility of 6-month extensions thereafter (<u>OPS 19-01-02</u>). Reported to ACF as core if within 12-month in a lifetime limit.</p>
<p>AC 18</p>	<p>General Equivalency Diploma (GED)/High School - Preparation for GED (regardless of age) not enrolled with ELECT contractor.</p>	<p>Reported to ACF as core if under age 20; utilize good cause/tracking code 74 for this activity regardless of age for minor non-parent TANF recipients. For individuals over age 21, utilize good cause code 74 to indicate they are remediating educational barriers, allowing them to participate in GED programming.</p>
<p>AC 24 (AC 84 for SNAP-only)</p>	<p>Vocational Education</p>	<p>12 months in a lifetime. Could potentially be eligible for vocational education extensions based on need and second training requests. ABAWDs may count all AC 84 hours towards the 80 hour per month ABAWD requirement.</p>
<p>AC 81 (SNAP-only)</p>	<p>English as a Second Language</p>	<p>No time limits. ABAWDs may count all AC 81 hours towards the 80 hour per month ABAWD requirement.</p>
<p>AC 82 (SNAP-only)</p>	<p>Adult Basic Education</p>	<p>No time limits. ABAWDs may count all AC 82 hours towards the 80 hour per month ABAWD requirement.</p>
<p>AC 83 (SNAP-only)</p>	<p>GED/High School Equivalency</p>	<p>No time limits for clients of any age. No good cause/tracking code needs to be entered. ABAWDs may count all AC 83 hours towards the 80 hour per month ABAWD requirement.</p>

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