

INTERNAL INSTRUCTION NOTICE #26-001

February 12, 2026

SUBJECT: 300 Activity Code Entry

DISTRIBUTION: ADMIN, AJCCs

FILE: WDD Intranet

REFERENCE: WDD Desk Manual

Overview

Beginning on February 12, 2026, Workforce Development Specialists (WDS) will enter the 300 activity code, with the projected start date, into CalJOBS after the Individual Training Account (ITA) is approved.

Purpose

The purpose of this notice is to provide updated guidance on when to enter the 300 activity code into the CalJOBS system. This change is being made to ensure more timely and accurate data entry.

300 Activity Code

A 300 participant activity code is used to track the occupational skills training from an approved Eligible Training Provider List (ETPL) provider.

Entering the 300 Activity Code into CalJOBS

The following steps are fully outlined in the WDS Desk Manual in *Section 1 – Workforce Innovation and Opportunity Act (WIOA) Services* under the “Case Management” topic. The changes begin with step 4, below:

Step	Action
4	After the ITA is approved: <ul style="list-style-type: none">• Enter the 300 activity code in CalJOBS, with the projected start date,• Upload training bundle to CalJOBS,• Set calendar control for the projected training start and end dates, and• Create a case note detailing training information and all actions taken.

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Entering the 300 Activity Code into CalJOBS, Continued

Step	Action	
5	Staff must verify customer attendance within the first week of the training start date.	
	If ... The customer attended training...	Then ... <ul style="list-style-type: none"> • Confirm that the actual start date matches the projected start date. Enter the actual start date into CalJOBS. • Follow the steps in the Benchmarks & Monthly Review block below.
	The customer attended training and receives Unemployment Benefits...	In addition to the steps above, fax training enrollment verification form (TEV) to the Employment Development Department (EDD).
	The customer did not attend training...	Submit a help-desk ticket to void the 300 activity in CalJOBS.
Note: See <i>Section 5 – Best Practices</i> for how to set alerts in CalJOBS for important case management dates.		
6	Create a thorough case note detailing the actions and results of Step 5.	